

Stationery

<u>Imprint Costs:</u>	<u>UOM</u>	<u>1-10 Boxes</u>	<u>11-20 Boxes</u>	<u>Rush Order</u>	
		<u>Unit Price</u> Per Box	<u>Unit Price</u> Per Box	<u>Unit Price</u> Per Box	
Business cards (B/C)	Box	\$35.41	\$32.00	\$75.00	
Letterhead - Page 1	Box	\$57.80	\$55.00	\$85.00	
Envelopes #10	Box	\$57.80	\$55.00	\$85.00	
Envelopes Window #10	Box	\$57.80	\$55.00	\$85.00	
<u>University Masters:</u>					
Business cards (B/C)	Box	\$17.88	\$17.88	\$17.88	
Letterhead - Page 1	Box	\$40.74	\$40.74		
Letterhead - Page 2	Box	\$24.32	\$24.32		
Envelopes #10	Box	\$69.74	\$69.74		
Envelopes Window #10	Box	\$84.21	\$84.21		
Mailing labels	Box	\$54.83	\$54.83		
<u>Special Order - Business Card</u>					
		<u>1 Box</u> <u>Unit Price</u> Per Box	<u>2-10 Boxes</u> <u>Unit Price</u> Per Box	<u>11-20 Boxes</u> <u>Unit Price</u> Per Box	<u>Rush Order</u> <u>Unit Price</u> Per Box
Business cards (B/C) - Double-Sided					
Imprint Charge	Box	\$95.00	\$65.00	\$60.00	\$150.00
Business cards (B/C) - Double-Sided					
Masters Charge	Box	\$17.88	\$17.88	\$17.88	\$17.88

University Masters (masters) are the initial printing of the stationery with just the logo and address of the University. Masters are then stored at Clark's Printing for future imprinting. *(Cost of Master's will be noted in the comments of the PO. Please do not list as a line item.)*

Stationery Imprints (imprints) is the specific information from either a department (or in the case of business cards) an individual's information that is printed onto the stationery master.

Requisition - please add the following:

Header Comments:

Requester: your name @csuci.edu

Dept: 123

Description for Business Card Orders:

Line 1 - B/C Imprint - Name

Description for Stationery Products:

Line 1 - (Enter Letterhead or Envelopes) Imprint