



Request for General Rhodes Stationery

If specific department or office language is needed, please contact the
Rhodes Communication office: kennyc@rhodes.edu
Metro Graphics, LLC - Phone (901) 417-7128



COMPLETE FORM, SAVE TO DESKTOP AND EMAIL TO: design@GoMetroGraphics.com

Department: _____

Date Submitted: _____

Account #: _____

Date Needed: _____

ORDERED BY:

DELIVER TO:

Name: _____

Building: _____



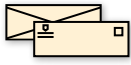

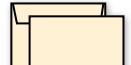
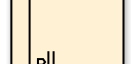

Phone: _____

Room #: _____

Email: _____

Add'l Info: _____

PRINT ORDERS

	DESCRIPTION	U/M	QTY	Cost
	Letterhead Stationery	500/ream at \$50	_____	_____
	(cream) 2nd Sheets (blank)	500/ream at \$25	_____	_____
	(cream) #10 Envelope (cream)	500/box at \$70	_____	_____
	#10 Envelope White with Window	500/box at \$75	_____	_____
	9" x 12" Envelope (cream)	500/box at \$100	_____	_____
	10" x 13" Envelope (cream)	500/box at \$115	_____	_____
	Mailing Labels	250/box at \$15	_____	_____
	Total		_____	_____