ORDER FORM

JOB SPECIFICATIONS

Department and College Information

College Name _____

Department Name _____

Phone number _____

Fax number _____

Email _____

Website url _____

4 digit zip extension _____

LETTERHEAD

Quantity: _____

Style:

- ☐ Gold Shield
- ☐ Green Shield
- ☐ No Shield

**See page 2 for style examples*

ENVELOPES

Quantity: _____

- ☐ #10 no window
- ☐ #10 window
- ☐ A6 no window
- ☐ A6 window

Style:

- ☐ Gold Shield
- ☐ Green Shield
- ☐ No Shield

**See page 3 for style examples*

NOTEPADS

Quantity: _____

- ☐ 2.5" x 8.5"
- ☐ 4.25" x 5.5"
- ☐ 5.5" x 8.5"

Style:

- ☐ Gold Shield
- ☐ No Shield, Top Content
- ☐ No Shield, Bottom Content

**See page 4 for style examples*

PAYMENT METHOD

Please provide the method of payment for this specific job order. You will receive an invoice upon completion of the job.

CAMPUS ACCOUNT INFORMATION

- ☐ *State Account*
- ☐ *Cal Poly Corporation Account*

Account number: _____

AUTHORIZATION

Name: _____

Signature: _____

Date: _____

If you have any questions at all please don't hesitiate to contact us. Thank you for contacting UGS. We look forwared to working with you on this job!

Email: ugssales@calpoly.edu
Phone: 805.756.1140
Fax: 805.756.1139

LETTERHEAD STYLE OPTIONS

SHIELD STYLE OPTIONS

GOLD SHIELD

Gold shield, gold stripe, black text

CAL POLY
Name of the College or Division Goes Here
Department Name Goes Here

GREEN SHIELD

Green shield, green stripe, green text

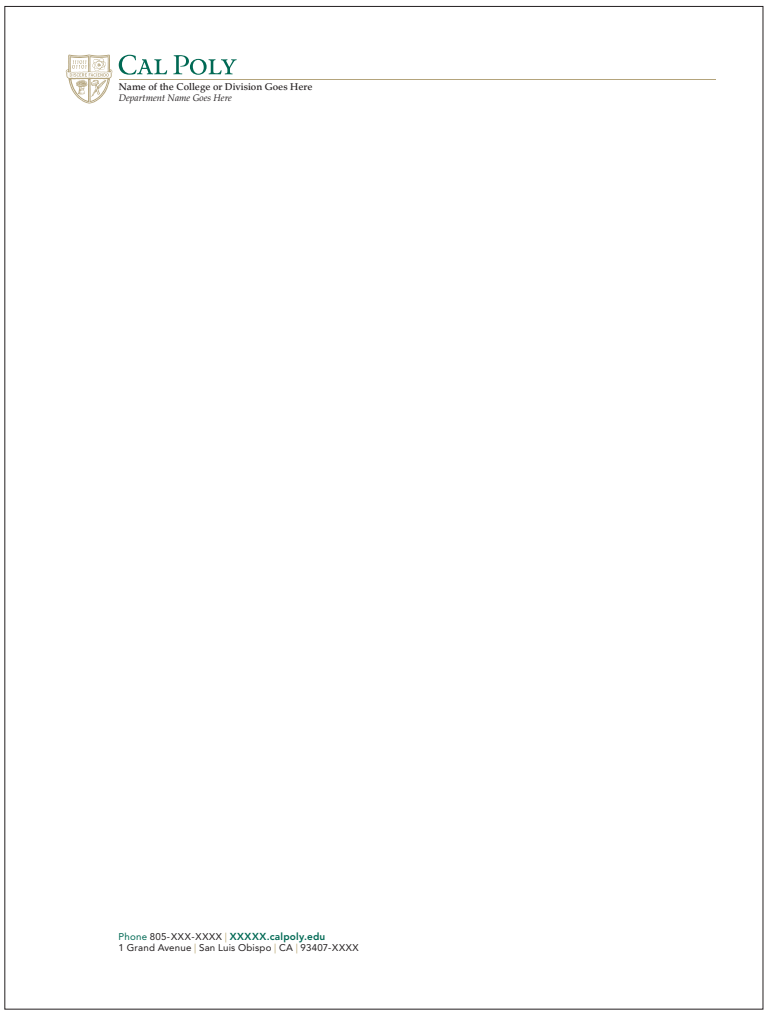
CAL POLY
Name of the College or Division Goes Here
Department Name Goes Here

NO SHIELD

No shield, green text

CAL POLY College of Architecture and Environmental Design
Architectural Engineering

LETTERHEAD EXAMPLE



CAL POLY LOGO

***Please note:** Cal Poly requires the image to the right to officially represent the university.*

Any additional information will be positioned directly below it for envelopes, and directly to the right of it for letterhead

CAL POLY

ENVELOPE STYLE OPTIONS

SHIELD STYLE OPTIONS

☐ GOLD SHIELD

Gold shield, black text

CAL POLY
Name of College or Division
Department Name
1 Grand Avenue
San Luis Obispo | CA | 93407-XXXX

☐ GREEN SHIELD

Green shield, green text

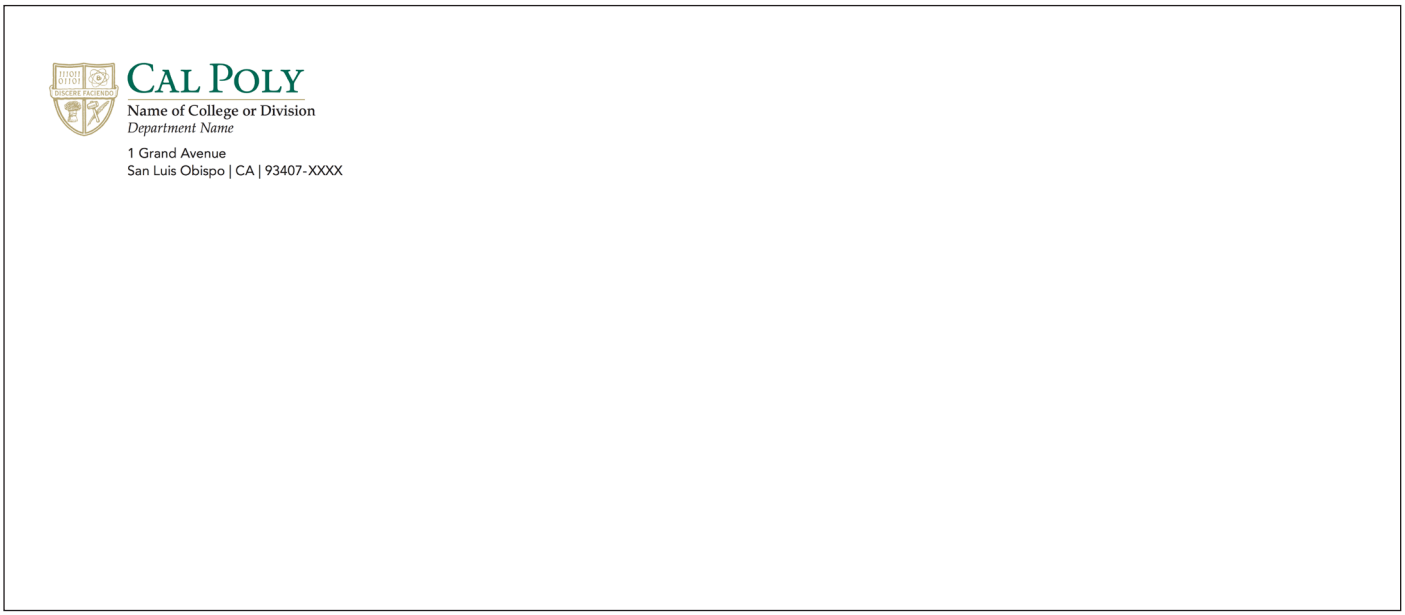
CAL POLY
Name of College or Division
Department Name
1 Grand Avenue
San Luis Obispo | CA | 93407-XXXX

☐ NO SHIELD

No shield, green text

CAL POLY
Name of College or Division
Department Name
1 Grand Avenue
San Luis Obispo | CA | 93407-XXXX

ENVELOPE EXAMPLE



Gold Shield

Shown in No. 10 envelope

CAL POLY LOGO

***Please note:** Cal Poly requires the image to the right to officially represent the university.*

Any additional information will be positioned directly below it for envelopes, and directly to the right of it for letterhead

CAL POLY

NOTEPAD STYLE OPTIONS

SHIELD STYLE OPTIONS

☐ GOLD SHIELD

Gold shield, logo

CAL POLY

☐ NO SHIELD, TOP CONTENT

No shield, content at top

CAL POLY

Name of College or Division

Department Name

☐ NO SHIELD, TOP CONTENT

No shield, content at top

CAL POLY

NOTEPAD EXAMPLES

CAL POLY

NAME OF COLLEGE OR DIVISION

Department Name (Optional)

No Shield, Bottom Content

Shown in 4.25 x 5.5 size

Style same in 5.5 x 8.5 size

No Shield, Bottom Content

Shown in 2.5 x 8.5 size

CAL POLY

FIRST LAST NAME

Job Title

Department Name

1 GRAND AVENUE | SAN LUIS OBISPO | CA 93407

CAL POLY LOGO

***Please note:** Cal Poly requires the image to the right to officially represent the university.*

Any additional information will be positioned directly below it for envelopes, and directly to the right of it for letterhead

CAL POLY