

IONA COLLEGE STATIONERY REQUEST FORM

Please complete the necessary information and approvals below. Forward all Stationery Requests to the Purchasing Department, Doorley Hall, Ground Floor. Stationery inquiries and questions may be directed to ext. 2077.

Section I:

Letterhead: *Quantity* 1,000 _____ 2,000 _____ Other _____
 Generic – Iona College _____ *Personalized* _____ (Attach Sample)
 Stock White Wove _____ Bond _____

Envelopes: *Quantity* 1,000 _____ 2,000 _____ Other _____
 Generic – Iona College _____ *Personalized* _____ (Attach Sample)
 Stock: White Wove _____ Bond _____
 Size: #10 _____ #10 Window _____ #9 BRE _____
 6 x 9 _____ 9 x 12 _____ 10 x 13 _____ 11.5 x 14.5 _____

Note Pads: 5 ½ x 8 ½ (10 Pads per Lot) _____ Other _____
 Generic – Iona College _____ Personalized _____ (Attach Sample)

Section II: (Complete information to be included in Business Card only).

Business Cards: *Quantity* 500 _____ 1,000 _____ Other _____

First Name: _____ Middle Initial: _____ Last Name: _____

Title: _____ Department/School: _____

Degree: (if applicable) PhD _____ CFC _____ MA _____ MS _____ JD _____ Other: _____

Address (Select One)

- _____ 715 North Avenue, New Rochelle, NY 10801-1890
- _____ The Rockland Graduate Center, 2 Blue Hill Plaza – Concourse Level
PO Box 1522, Pearl River, NY 10965-8522

Telephone Number: () _____ - _____ Fax Number: () _____ - _____

E-Mail: _____ Cell Phone: () _____ - _____

Section III:

Requested by: _____ Date: _____

Cost Center Manager: _____ Approval : _____

Account Code: _____ - 735500 Dean/VP Approval: _____