



IONA COLLEGE STATIONERY REQUEST FORM

Please complete the necessary information and approvals below. Forward all Stationery Requests to the Purchasing Department, McSpedon Hall, 2nd Floor. Stationery inquiries and questions may be directed to ext. 2122

Section I:

Business Cards: *Quantity* 500 _____ 1,000 _____ Other _____
(Please complete Section II when requesting Business Cards)

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: (This section must be completed when ordering Business Cards.)

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
_____ Other (Please Specify) _____

Telephone Number: (914) _____ - _____ Fax Number: (914) _____ - _____

E-Mail: _____

Section III: Approvals

Requested by: _____ Date: _____

Cost Center Manager: _____ Dean/VP: _____

Account Code: 13 - _____ - 735500