

Procedures for ordering Business Cards, Letterhead and Envelopes with the new logo

All business cards, letterhead, and envelopes will be ordered with your Purchasing Card using the attached order forms. Please print these and use as masters. These forms will be on Purchasing Services' web page in the near future. Fax your completed order form directly to the vendor and keep for your VISA reconciliation.

Business Cards, Letterhead and Foil & Embossed* Envelopes:

Maximage Printers has our contract for business cards, letterhead (two color and foil & embossed) and foil & embossed* envelopes. Our contact is Keith Klingenberg at 801-977-8330. Business Cards will be on slightly thicker white cards in SLCC Blue ink. Cards will be embossed and silver foiled. Two sided cards will print SLCC blue ink on the back. Please allow 3-4 weeks to receive business cards, and 2-3 weeks for letterhead and foil & embossed envelopes*.

*Foil & Embossed Letterhead and Envelopes are for Executive Deans and higher.

To print business card, letterhead and envelope order forms from Maximage's website, enter www.maximage.net, click on "Current Customers", under "Username" enter **SLCC**, and password is **order forms**. Select the order form you want to print out. You can either print it from the web page or right-click on the order form, Click on **Save Image As**, save to the file you prefer on your hard drive. In MS Word, click on **Insert, Picture, From File**, highlight form, click **Insert** at the bottom of the window and it will display the order form ready to print.

Envelopes:

Lefavor Envelope Company has the state contract for our envelopes. Our contact at Lefavor is Allie Evans at 801-952-0237 Fax 801-972-3647. All prices listed are per box. Note that there is a minimum order of 1,000 (2 boxes) for all #10 envelope orders and 500 (1 box) minimum for all clasp envelope orders.

Please allow 3-4 weeks to receive envelopes.

We appreciate you! If you have any questions, please call Martha Wilding in Purchasing Services at 801-957-4257. Have a great day!