



Lincoln University

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REQ# _____

Lincoln University
Envelope Order

Fill out the desired items and quantities and calculate your purchase + freight based on our contract pricing.
Attach this form and an envelope sample to your requisition.

Requestor's Information:		Phone No:			
Name:		Fax#:			
E-mail Address:		Signature:			
Department:					
Items to Order					
				Check One Choice	Write One Amount
Lincoln University #10 Regular NO Window Printed 1/0	<u>Quantity</u>	<u>Amount</u>			
One Color – Blue	2,500	\$ 135.95			
Attach Sample Please	5,000	\$ 215.75			
			Check One Choice	Write One Amount	
Lincoln University #10 Regular NO Window Printed 2/0	<u>Quantity</u>	<u>Amount</u>			
Two Color – Blue/Orange	1,000	\$ 141.00			
Attach Sample Please	2,500	\$ 190.15			
	5,000	\$ 270.95			
			Check One Choice	Write One Amount	
Lincoln University #10 Standard Window Printed 1/0	<u>Quantity</u>	<u>Amount</u>			
One Color Blue	1,000	\$ 99.35			
Attach Sample Please	2,500	\$ 143.40			
	5,000	\$ 232.40			
			Check One Choice	Write One Amount	
Lincoln University #10 Standard Window Printed 2/0	<u>Quantity</u>	<u>Amount</u>			
Two Color – Blue/Orange	1,000.	\$ 144.50			
Attach Sample Please	2,500	\$ 1198.60			
	5,000	\$ 287.65			

Please contact Purchasing for freight charges.

Freight \$ _____

Total cost for envelopes \$ _____