



PUBLICATIONS OFFICE

# Envelope Order Form

Please Provide Separate Form for Each Division or Office

PLEASE TYPE or PRINT CLEARLY

(attach sample of letterhead and/or envelope if possible)

Your Division or Office Name \_\_\_\_\_

☐ 1570 E. Colorado Blvd.  
Pasadena, CA 91106-2003

☐ 3035 E. Foothill Blvd.  
Pasadena, CA 91107-3106



Quantity of Envelopes: \_\_\_\_\_

(in multiples of 500)

## Contact / Billing Information

Date of Request \_\_\_\_\_ Division/Office \_\_\_\_\_

PCC Phone \_\_\_\_\_ Requested by \_\_\_\_\_ Deliver to Room \_\_\_\_\_

Cost Center Number \_\_\_\_\_ or Invoice Account \_\_\_\_\_

Please mail the form to **Publication Office in C-145** or e-mail to **jxruiz** or **gmrivera@pasadena.edu**