



PUBLICATIONS OFFICE

# Letterhead 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 \_\_\_\_\_

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

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

Phone Number (626) \_\_\_\_\_

FAX (626) \_\_\_\_\_  
(if authorized)

Quantity of Letterhead: \_\_\_\_\_  
(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 **jxrui** or **gmrivera@pasadena.edu**