

# Goldsmiths Branded Stationery Order Form

**1. Items Required. Tick all applicable boxes please**

**Departmental/Centre/Unit/ Headed Letter Paper (HLP)**

New?  Provide details using guide downloadbale from our web pages  
 Amend existing version?  Provide amends marked up on current version  
 Re-print of existing version?

Quantity to be printed  1000  2500  5000  10000  Other

For New and Amended HLP, a pass-word protected Word Letter Template, for personalising HLP, and creating electronic versions, is supplied to Dept Administrators at the same time as printed supplies are dispatched.

**Generic HLP, from stocks**

Quantity  1000  2500

**Departmental/Centre/Unit Compliment Slips**

New?  Provide details using guide downloadbale from our web pages  
 Amend existing version?  Provide amends marked up on current version  
 Re-print of existing version?

Printing method required: Digital  1000  2500  5000  10000  Other  
 Litho

Quantity to be printed:

**Personal Compliment Slips**

New?  Provide details using guide downloadbale from our web pages  
 Amend existing version?  Provide amends marked up on current version  
 Re-print of existing version?

Printing method required: Digital  1000  2500  5000  10000  Other  
 Litho

Quantity to be printed:

**Personal Business Cards**

New?  Provide details using guide downloadbale from our web pages  
 Amend existing version?  Provide amends marked up on current version  
 Re-print of existing version?

Quantity to be printed:  200  400  800  1000  Other

**2. Complete all of this section please**

Your name and contact details in the event of a query

Name of your Administrator (or Budget's Authorised Signatory)  
 A proof will be emailed to them for approval and agreement to expenditure before printing commences.

Account Code (Agresso Analysis code - 7 digits)  Item code is 3154

Date Delivery required

See our web pages for production schedules and price lists

Delivery Address

If not specified the printed stationery will be posted to your Administrator.