



LETTERHEAD ORDER FORM

Warehouse Direct | Email: promotionalproducts@warehousedirect.com
Phone: (847) 631-7144

Date: _____ **Order #:** _____

Letterhead: _____ **Quantity:** _____ **Other** _____

If other, please specify: _____

Paper Stock: _____ If other, please specify: _____

Logo: _____ **Coloring:** _____

Campus: _____ If other, please specify _____

Name: _____

Degrees: _____

Title Line: _____

Title Line 2: _____

Division or School: _____

Department: _____

Building/ Room #: _____

Street Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

Email: _____

Website: _____

Special Instructions: _____

Requestor Name: _____ Email: _____

Accounting Unit/Account: _____ Phone #: _____

Pick-up/Delivery: _____ Location: _____

I have read the below Artwork Disclaimer

Warehouse Direct is the new print vendor for Loyola University Chicago. In an effort to follow brand guidelines and streamline the process, we have changed printing layouts to follow the standards that are set by the Marketing and Communication Department. Warehouse Direct reserves the right to change past printing order layouts to follow branding guidelines. For concerns or issues with the logo, layout or placement of typesetting, please email the Art Director - Ted Yee at eyee@luc.edu