



ENVELOPES ORDER FORM

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

Date: _____

Order #: _____

#10 Envelopes:

Quantity:

Other _____

If other, please specify the sizing: _____

Paper Stock:

If other, please specify: _____

Logo:

Coloring:

9" x 12" Envelopes:

Quantity:

Other _____

If other, please specify the sizing: _____

Paper Stock:

If other, please specify: _____

Logo:

Coloring:

Campus: _____ If other, please specify _____

Division or School: _____

Department: _____

Building/Room #: _____

Street Address: _____

City, State, Zip: _____

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