

Sacramento State Letterhead Options

Please submit a Reprographics Work Order with this form to request your letterhead.



Option #1



Option #2



Option #3



Option #4

OPTION #1 & 2: Three Color Letterhead

PMS 343, PMS 4515 and Black ink on 60# Cougar Opaque

OPTION #3 & 4: One Color Letterhead

PMS 343 ink on 60# Cougar Opaque

| Quantity | 1 color | 3 color |
|----------|----------|----------|
| 500 | \$110.00 | \$125.00 |
| 1000 | \$135.00 | \$185.00 |
| 1500 | \$170.00 | \$245.00 |
| 2000 | \$195.00 | \$315.00 |
| 2500 | \$220.00 | \$385.00 |
| 3000 | \$245.00 | \$445.00 |
| 4000 | \$300.00 | \$570.00 |
| 5000 | \$345.00 | \$695.00 |

Second sheet letterhead is available. It prints with just the footer information. Please call for pricing.

There is an additional one-time setup fee of \$13.50 per order. This fee will not be charged for re-prints of the same item.

Your Letterhead Choices (check option AND quantity)

Option

#1 #2 #3 #4

Quantity

500 1000 _____

Please send proof before printing - \$5.00 fee

Your Letterhead Information

Department: _____

Address: _____

Building and Room #: _____

City/State/Zip with Mail stop extension _____

Phone: _____ FAX: _____

Web: _____