## **JOHNS HOPKINS**



## **STATIONERY** ORDER FORM

Fax this form with your READABLE COPY & SAMPLE to: 410.521.5400 or SCAN and E-MAIL to: jhorders@pro-press.com If you have any questions please contact Carole Welsh at 410.521.2679 or cwelsh@pro-press.com

ORDER DATE	YOUR NAME		PHONE / EXT.
			FAX
E-MAIL ADDRESS			
COST CENTER NUMBER			1
NOTE! NO Orders Accepted Without.	QUANTITY	DESCRIPTION	
Cost Center Number			
DELIVERY ADDRESS:			JILDING / DEPARTMENT / ROOM #
SPECIAL INSTRUCTIONS:			
NOTE: PROOFS ARE PROVIDED UPON REQUEST! Please check your copy carefully before submitting.			
There will be an arrive above for above and after any is substituted Bullians and a day is 0.5 bullians.			

There will be an extra charge for changes made after copy is submitted. Delivery on most orders is 3-5 business days.