

Prairie View A&M University



Stationery Order Form

Order Forms should be completed and returned electronically via e-mail as an attachment with any logos for backs of business cards as attachments in the same e-mail note to tmmetoyer@pvamu.edu.

Department: _____

Contact: _____ Extension: _____

Budget Code: _____

Letterhead:

Quantity (In lots of 500 sheets): _____

Information: (Please fill in the information in the text Box Below) 

Office for Student Activities
P.O. Box 2777 Prairie View, Texas 77446
Phone (936) 857-2314 Fax (936) 857-4956

Business Cards:

Quantity in lots of 500: _____

Tyra M. Metoyer
Director of University Relations
Office of Institutional Relations & Public Service

T (936) 857-2088 P.O. Box 576
C (832) 443-5275 Alvin I. Thomas Bldg., Suite 102
F (936) 857-4133 Prairie View, Texas 77446
tmmetoyer@pvamu.edu

Name as it should appear on cards: _____

*See Page 3 of *Stationery Style Guide* under Business Cards

Title (Line 1) _____

Title (Line 2) _____

Department/ Unit: _____

T: (936) 857- _____

C: (optional): _____

F: (936) 857- _____

Address: P.O. Box _____

Building: _____; Suite : _____

Prairie View, Texas 77446

E-mail: _____

Business Card Backs:

_____ : Do not print on back

_____ : Print only web address

_____ : Print web address and department/unit logo

Please provide description: _____

***This description should match the EPS file name used to forward the file.*

For Example: UC Logo

#10 Envelopes

Quantity: (In lots of 250): _____



PRAIRIE VIEW A&M UNIVERSITY

Office for Academic and Student Affairs
P.O. Box 519, Prairie View, Texas 77446

Department: _____

_____ : Same address as Letterhead

Address: _____

A2 Envelopes:

Quantity: (In Lots of 500) _____



PRAIRIE VIEW A&M
UNIVERSITY

P.O. Box 519
Prairie View, Texas 77446

_____ : Same address as Letterhead

_____ Do not print address

Flat Note Cards:

(Fits A2 Envelopes)

_____ : 2 color seal

Quantity (In Lots of 500): _____

_____ : Blind Embossed

Quantity (In Lots of 500): _____

Folded Note Cards (Blank Inside):

(Fits A2 Envelopes)

_____ : 2 color seal Quantity (In Lots of 500): _____

_____ : Blind Embossed Quantity (In Lots of 500): _____

Mailing Labels:

Quantity (In Lots of 250): _____

_____ : Same address As Letterhead

Note Pads:

(For internal use)

Quantity (In lots of 50 pads): _____

Please pay close attention to the guidelines provided in the Stationery Style Guide. All orders must comply with the guidelines established therein.