



Dear Customer,

Thank you for giving us the opportunity to bid on this job; we appreciate your support of Cal Poly's "learn by doing" philosophy and hands-on education. Please see attached page with breakdown and pricing, in order to place this order accordingly. Also, please fill out the following form in order to quickly process this job request.

**JOB SPECIFICATIONS**

**Department/College Information**

Name \_\_\_\_\_

Additional Name (OPTIONAL) \_\_\_\_\_

Phone/Fax \_\_\_\_\_

Email/Website (OPTIONAL) \_\_\_\_\_



California Polytechnic State University  
San Luis Obispo, CA 93407-0354

**PLEASE NOTE**

Cal Poly letterhead & envelopes require the above image to officially represent the university.

Any additional information to the left will be positioned directly below it.

**Letterhead**

Quantity \_\_\_\_\_

**Envelopes**

Quantity \_\_\_\_\_

#10 Envelope (NO WINDOW)

#10 Envelope (CLEAR WINDOW)

**PAYMENT**

Please provide the method of payment for this specific job order. You will be receiving an invoice upon completion of the job.

**Campus Account Information**

State Account

Account Number \_\_\_\_\_

Cal Poly Corporation Account

**Authorization**

Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

If you have any questions at all, please don't hesitate to contact us.

Thank you for contacting UGS. We look forward to working with you on this job!

EMAIL: [ugssales@calpoly.edu](mailto:ugssales@calpoly.edu)

PHONE: 805-756-1140

FAX: 805-756-1139