



Business Reply Envelopes Order Form

Hobart and William Smith Colleges have contracted with the Printing Center, 44 Linden Street, Geneva, to print Business Reply Envelope orders. Departments should place these orders directly, following the procedure below. The Printing Center has agreed to follow the approved format set by the Colleges. If you have format questions or concerns, please contact Peggy Kowalik, ext. 3695.

PROCEDURE

Placing your order: Send completed form to **The Printing Center** via e-mail: **theprint@rochester.rr.com**
Please note that orders will not proceed without a purchase order number.

Approving copy: The Printing Center will e-mail you a proof of your Business Reply Envelope prior to printing. Please review proof(s) for accuracy, note any corrections on the copy, and e-mail the proof back to the Printing Center with your corrections or approval to print.

Delivery: If you approve the proof promptly, your Business Reply Envelope will be delivered via campus mail within one week of receipt of your order. If your order is not delivered in that time frame, please call the Printing Center, (315) 789-2014.

BILLING INFORMATION

Order Date _____ Purchase Order Number (required) _____

Person to e-mail proof to _____ E-mail _____

BUSINESS REPLY ENVELOPE INFORMATION: (fill in blanks)

Department/Office Name _____

ATTN: (if needed) _____

HOBART AND WILLIAM SMITH COLLEGES

300 Pulteney Street

Geneva, NY 14456

Business Reply Envelope (check one):

- 100 \$40
- 250 \$50
- 500 \$65
- 750 \$80
- 1000 \$95
- 2000 \$145

For prices of quantities other than what is listed above, please contact the Printing Center directly.