BUDGET AUTHORIZATION TO ORDER STATIONERY and BUSINESS CARDS

How to Order Stationery and Envelopes:

All persons ordering Regis Stationery or Business Cards must have budget approval. **Please print this page, complete the form at the bottom, and fax to 303-458-4921, Copy and Print Center, attention Jamie Thrall, or drop off at ALC 106A.** An account will be set up for you at Cenveo, Regis University's stationery and business card vendor. ****It is best to set up only one account per Regis department**. Please allow two business days for your account to be set up. You will receive an e-mail confirmation (from Eric Butler at Cenveo) of your account as well as a user name and password to access Cenveo's web page where you can order on-line.

There are two ways to order stationery from Cenveo. An **order form is available on the S Drive** (S:/Forms/Copy_Print) of the University system. The form can be faxed to our Cenveo customer service representative at 303-455-5428. They can also be reached by phone at 303-480-8006 or e-mail at marge.thomas@cenveo.com. Please copy the form from the S drive, and type all information for clarity.

The most convenient method of ordering is through Mail-Well's custom Regis web page. The address is http://216.52.151.230/regis/. To order online, you must first be set up with a user name and password. (see above)

Pricing is included on web page as well as on the fax order form. All orders will be delivered and billed directly to the Regis department placing the order.

Special Process for Business cards:

All business card orders must be placed directly through Cenveo's Web site. **http://216.52.151.230/regis/** Business card orders cannot be faxed to Cenveo. Finished orders are delivered in bulk to the Copy and Print Center. You will be notified when your cards are ready for pick up. You may arrange to have your cards delivered to your office by calling x 4380.

If you have any questions regarding these procedures, please contact Jamie Thrall at x4379 or Shirley Gander at x3570 in the Copy and Print Center.

GENERAL INFORMATION: Date_____

Contact Name: _____ E-mail: _____

Phone:_____ Fax: _____

Department: _____ Budget Number: _____

Signature of budget supervisor:_____

Printed name of budget supervisor:_____

SHIP TO / DELIVER INFORMATION:

Department:_____ Mail Code: _____

Building:_____ Room: _____

Attention:_____

Please Fax To: 303-458-4921 attn: Jamie Thrall, or drop off at ALC 106A