



WESTERN MICHIGAN UNIVERSITY

Letterhead Order Form

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Office of Paper and Printing Science
College of Engineering and Applied Sciences

Please fill in the following blanks necessary for the Western Michigan University Print Lab to process your letterhead order. A proof of your order will be sent to you for approval before printing. **If the proof is okay, please sign it and send it back to the Print Lab.**

Scheduled turn around time is 7-10 business days from final approval.

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Name of academic/administrative department

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Parkview Campus, Kalamazoo, MI 49008-5452
PHONE:(269) 276-3527 FAX: (269) 276-3501
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PLEASE FILL OUT THIS ORDER FORM AND FAX TO THE WMU PRINT LAB AT (269) 276-3501

THANK YOU!