

BRENNAN'S PRINTING ORDER FORM • PAGE 1 OF 2



FILL OUT AND FAX BOTH PAGES TO ODEARIS JONES AT BRENNAN'S PRINTING AT **504.734.5169**

Preferred payment is with a Tulane Purchasing Card. If your department needs one please contact the P-Card Administrator at 314-2675.

DATE SUBMITTED DATE NEEDED
 (TURNAROUND IS APPROX. 10-15 DAYS)

DEPARTMENT

CONTACT NAME EMAIL

CONTACT TEL FAX

THIS WILL BE A P-CARD TRANSACTION
 (CALL BRENNAN'S PRINTING AT 734-7371 AND PROVIDE THEM YOUR CARD NUMBER).

CIRCLE QUANTITY WANTED OR INDICATE DIFFERENT QUANTITY UNDER NOTES
 * THE RECOMMENDED TULANE STANDARD IS GREEN AND BLACK ON VIA PAPER. THE PREMIUM PAPER IS CRANES.

JOB	VIA	VIA	CRANES	NOTES
STATIONERY*	(GREEN ONLY)	(2 COLOR)	(2 COLOR)	
BUSINESS CARDS <input type="checkbox"/>	500=\$57 1000=\$70	500=\$72 1000=\$89	500=\$92 1000=\$118	
LETTERHEAD <input type="checkbox"/>	500=\$80 1000=\$95	500=\$143 1000=\$161	500=\$225 1000=\$284	
BLANK SECOND SHEETS <input type="checkbox"/>	500=\$13 1000=\$25	500=\$13 1000=\$25	500=\$46 1000=\$91	
ENVELOPES #10 <input type="checkbox"/>	500=\$92 1000=\$128	500=\$154 1000=\$300	500=\$231 1000=\$310	

OTHER COMPONENTS	COSTS		NOTES
LARGE ENVELOPES (9" x 12" WHITE)	500=\$228 1000=\$264		
CAMPUS MAIL ENVELOPES (MANILA)	500=\$143 1000=\$169		Black only
MAILING LABELS (5" x 4.5" GREEN ONLY) LASER PRINTABLE	500=\$154 1000=\$227		
MEMO PADS (5" x 7", 20 PADS OF 50 SHEETS EA.) (BLACK ONLY)	\$89.00		<input type="checkbox"/> PERSONALIZED <input type="checkbox"/> CALL TO ACTION <input type="checkbox"/> TO/FROM
CARD FOLDED - 2 COLOR WITH A2 ENVELOPE (FOLDED 5.5" x 4.25")	VIA 500=\$305 1000=\$385	CRANES 500=\$374 1000=\$518	<input type="checkbox"/> FULL LOGO VERSION <input type="checkbox"/> SHIELD ONLY VERSION
SINGLE PANEL CARD - 2 COLOR WITH A6 ENVELOPE (FLAT 6.25" x 4.5")	VIA 500=\$390 1000=\$476	CRANES 500=\$453 1000=\$632	
TRI FOLD CARD - 2 COLOR WITH A6 ENVELOPE (FOLDED 6.25"X4.5")	VIA 500=\$528 1000=\$676	CRANES 500=\$634 1000=\$919	



BRENNAN'S PRINTING ORDER FORM • PAGE 2 OF 2

FILL OUT AND FAX ALL THREE PAGES TO ODEARIS JONES AT BRENNAN'S PRINTING AT **504.734.5169**

NAME IN FULL AS IT WILL APPEAR.....
(INCLUDE ANY DEGREES (MD, MBA, PHD, ETC.)

TITLE.....

SCHOOL.....

DEPT., OFFICE OR UNIT.....

PHYSICAL ADDRESS

MAILING ADDRESS

CITYSTATE.....ZIP +4

TO CHECK YOUR ZIP +4 GO TO WWW.USPS.COM/ZIP4

TELEXT. FAX

EMAIL.....

WEBSITE.....

FAX SAMPLE OF EXISTING BUSINESS CARD OR LETTERHEAD

PLEASE INDICATE BELOW ADDRESS WHERE ORDER IS TO BE SHIPPED AND TO WHOM:

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ORDER WILL BE PROOFED BY

PROOFER'S EMAIL.....TEL.....