



aps.edu/graphics

912A Oak Street SE • Alb, NM 87125-0704  
842-3696 • Fax 842-3552

Job Number

Routed to:

This form must be filled out completely. Please print clearly.

Date of Order \_\_\_\_\_ Date Job Needed \_\_\_\_\_ Location \_\_\_\_\_ Loc. # \_\_\_\_\_

Please do not write **ASAP** or **RUSH** - Normal turn around time is 7-10 working days.

Contact Name \_\_\_\_\_ Phone/Cell \_\_\_\_\_ Email \_\_\_\_\_

Payment Method: \*Req. No. \_\_\_\_\_ P.O. No. \_\_\_\_\_ Date P.O. Rec'd. \_\_\_\_\_ P.O. Amt \$ \_\_\_\_\_

\*Our vendor number is 12878. Internal Orders (Lawson) must be marked "X" on item type and "IO" on buyer for requisition to be processed.

Other method of payment:  Activities Fund PO  AF Check  Check  Cash  Other \_\_\_\_\_  Non-APS

Delivery of Finished Job:  Please send through APS Interoffice Mail  Please call for pi

GES Quote \$

## ITEM, PRICE, SPECIFICATIONS & QUANTITY

### LETTERHEAD

One Color Only:  Blue Ink  Black Ink  High School Color \_\_\_\_\_ Quantity \_\_\_\_\_ ream(s)

Executive Team\* Letterhead: Red Logo, Blue Text Quantity \_\_\_\_\_ ream(s)

\*Please Note: Executive Team and /or Directors may choose red logo and blue type. Otherwise, options are blue or black ink. **No other options available.**

#### Information to go on Letterhead

\*Please Note: The APS P.O. Box is included on all City Center letterhead It is the official mailing address of Albuquerque Public Schools.

School or Department Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Directors/Principal/Managers Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail (optional): \_\_\_\_\_

### ENVELOPES

Envelope Type:  #10 Regular Bus.  #10 Window  #9 Bus. Reply  Other Env. Size \_\_\_\_\_ Quantity \_\_\_\_\_ box(es) (500 per box)

Please call or e-mail for envelope prices

One Color Only:  Blue Ink  Black Ink  High School Color \_\_\_\_\_

#### Information to go on Envelopes

School or Department Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

### MEMO PADS

Size:  8.5 x 11  8.5 x 5.5  4.25 x 5.5 **Color (One Only):**  Blue Ink  Black Ink Number of Pages \_\_\_\_\_ Quantity \_\_\_\_\_ pads

Please call or e-mail for prices and availability

#### Information to go on Memo Pads

School or Department Name: \_\_\_\_\_

Directors/Principal/Managers Name: \_\_\_\_\_ Title: \_\_\_\_\_

Other Information (optional): \_\_\_\_\_

### GES Use Only

Job Completed by

Date