

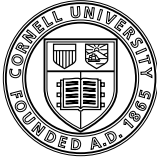


digital services

a division of Cornell Business Services

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Cornell Letterhead Order Form



Cornell University
Your School, Dept.,
or Division

Your Name Here
Your Title or Position
Your Unit
305 Your Hall
Ithaca, New York 14853
t. 607.255.2524
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Date: _____

Date Needed: _____

Quantity: _____

For items 1-10, please fill out the form below as you would like the information to appear on your letterhead.

1. Name _____
2. Title or Position _____
3. Primary Unit _____
4. Secondary Unit (optional) _____
5. Tertiary Unit (optional) _____
6. Address _____
7. Telephone _____
8. Cellular (optional) _____
9. Fax _____
10. E-mail: _____
11. Web address (optional) _____

Order and Delivery Information

Person placing order	Telephone Number	Fax Number	E-Mail Address
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Address _____

Account or procurement card number (required) _____