

BUSINESS CARD/STATIONERY REQUISITION

Mail or Fax this form directly to:



THE LIGATURE
 500 Second Street
 San Francisco, California 94105

Customer Service: **415-986-6090** phone **415-541-0549** fax
 You can email questions to : **rruano@theligature.com**

CREDIT CARD PURCHASES ONLY

DATE _____
 REQUESTED BY _____
 PHONE () _____ EXT. _____
 FAX RECEIPT TO () _____
 DEPT. MANAGER'S APPROVAL _____
 SIGNATURE _____ (REQUIRED)

BUSINESS CARDS

Lithographed 3 colors
 250 \$13.00
 500 \$17.50

LETTERHEADS

Lithographed Black
 With watermark Without Watermark All Black
 500 \$80.00 500 \$80.00 500 \$71.00
 1000 \$107.00 1000 \$107.00 1000 \$93.00

MEMO PADS

5.5 x 8.5 - Offset
 5 pads (50 sheets per pad) \$8.00
 10 pads (50 sheets per pad) \$14.00
 4.25 x 5.5 - Offset
 5 pads (50 sheets per pad) \$6.00
 10 pads (50 sheets per pad) \$10.00

ENVELOPES

Lithographed Black
 With watermark All Black
 500 \$95.00 500 \$69.00
 1000 \$135.00 1000 \$85.00

Proof (Optional)

Email Address _____
 Additional \$10.00

COPY SECTION

First Name: _____ Address: _____
 Last Name: _____ City, State, Zip: _____ Email (Optional): _____
 Title 1 (Optional): _____ Direct Phone (Optional): _____ Main Phone (Optional): _____
 Title 2 (Optional): _____ Fax (Optional): _____ Other Phone (Please state label): _____
 Department or College (Optional): _____ Cell (Optional): _____

Credit Card Information Required

I hereby authorize The Ligature to charge the account number listed for items herein ordered. I understand not withstanding, the prices I have indicated, that the charge made will be per the contractual agreement. Please note: Add Sales Tax where applicable.

Credit Card Type _____

Credit Card No. _____

Signature & Card Expiration Date Required _____
 Month Year

Print Name as it Appears on Card _____

Credit Card Billing Address (If Different from Ship To Address):

Security Code: _____

Ship To: SAN FRANCISCO STATE UNIVERSITY
 1600 HOLLOWAY AVE
 SAN FRANCISCO, CA 94132
 ATTN: _____
 BLGD: _____

SAN FRANCISCO STATE UNIVERSITY
 835 MARKET STREET, 6TH FLOOR
 SAN FRANCISCO, CA 94103
 ATTN: _____

OTHER

 ATTN: _____