



## STATIONERY

### Submission Instructions

**1 Fill out the following forms.**

Be sure to include prefixes on phone, cell, and fax numbers (*i.e. P: 413-555-1234*)

**2 Save the file onto your computer.**

Make sure it's easy to find!

**3 Email the file as an attachment.**

Email the filled out file to Paradise Copies at [smithcopyprint@paradisecopies.com](mailto:smithcopyprint@paradisecopies.com)

**4 Keep an eye out for confirmation.**

When your request is processed, you will receive a proof and details about your order.

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_ Need by Date \_\_\_\_\_

Choose a quantity from the dropdown below:

**Pickup**

*(Same or next day)*

**Delivery**

*(2-5 business days)*

Cost Center:

Deliver to:

\_\_\_\_\_

\_\_\_\_\_

Department:

\_\_\_\_\_

\_\_\_\_\_



SMITH COLLEGE

---