

ABOUT THIS CATALOG

This catalog contains the options available for Judson University stationery, business cards, notepads, notecards and name badges.

Within the pages of this catalog you will see a visual representation of the items along with details about the items including size, paper stock, ink, and ordering options. The paper stock that has been chosen for the majority of our products is called Cougar, which is made from 10% post-consumer recycled content. The “recycled content” symbol will appear on all paper products.

Use the separate order forms included for business cards and name badges. Keep in mind that the prices listed are based on the average product ordered in recent years. These prices will fluctuate dependent upon how many pieces are ordered. The more ordered, the less cost per piece. **To bring costs down, please plan ahead and order for the entire year now.**

If you have any questions, contact:

Cheryl Krup

Business Affairs

847-628-2010

cheryl.krup@JudsonU.edu



LETTERHEAD

Size: 11" tall x 8.5" wide

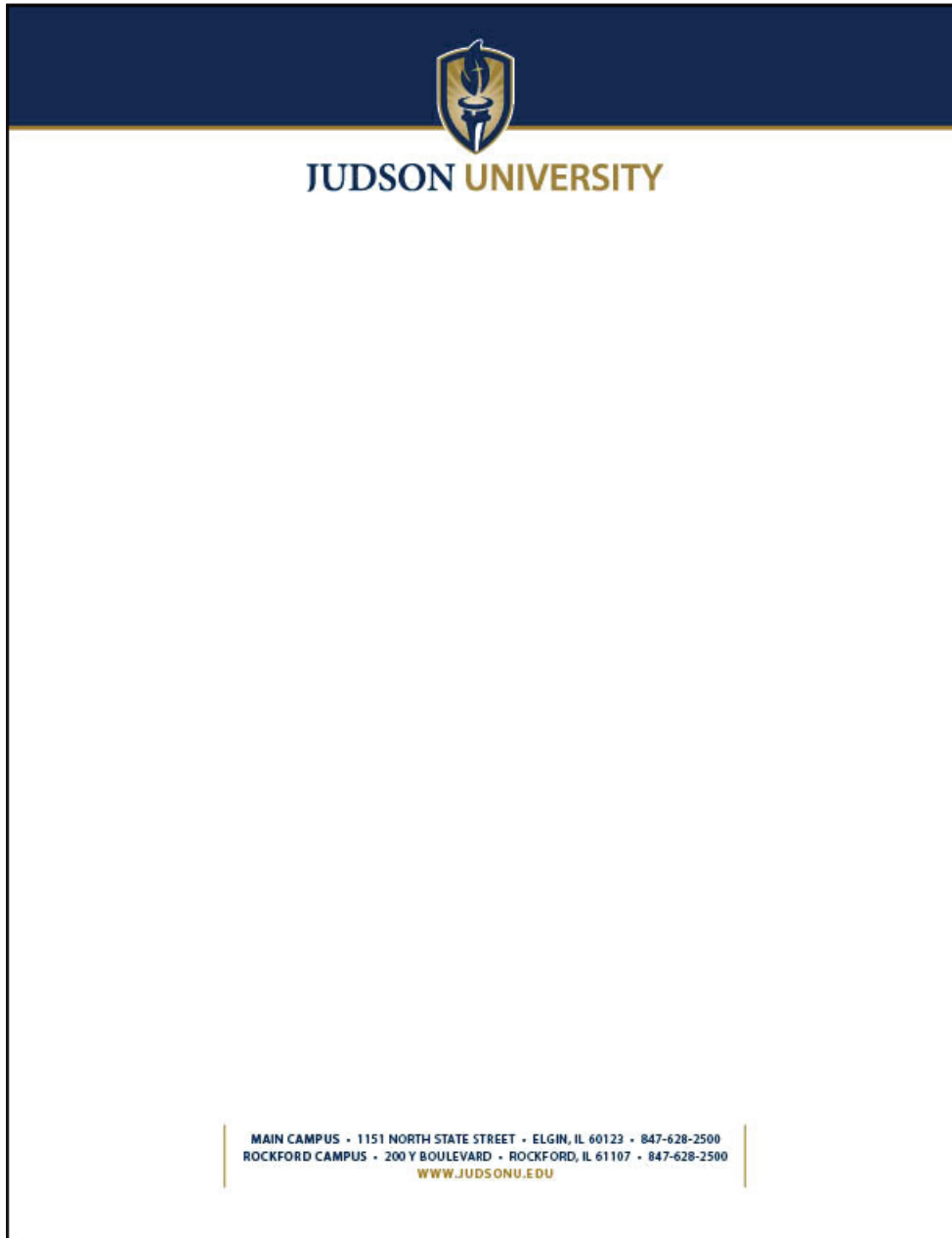
Colors: PMS 655 (navy blue), PMS 8641 (metallic gold)

Stock: 70# Cougar Opaque Offset, White

Available in reams of 500

(1 ream = 500 pieces of letterhead)

All letterhead has both Elgin and Rockford campus contact information.





#10 ENVELOPES

Size: 4 1/8" tall x 9 1/2" wide

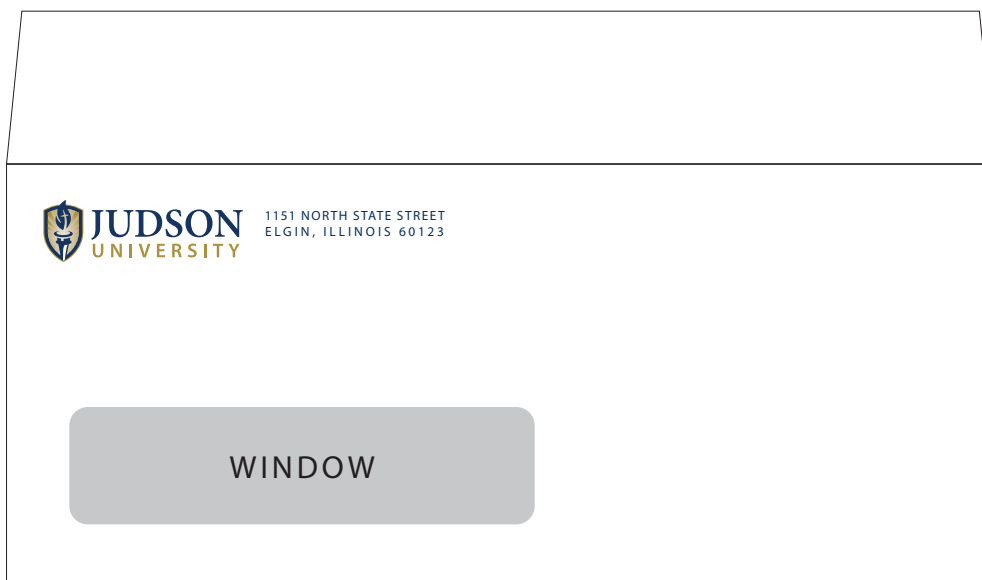
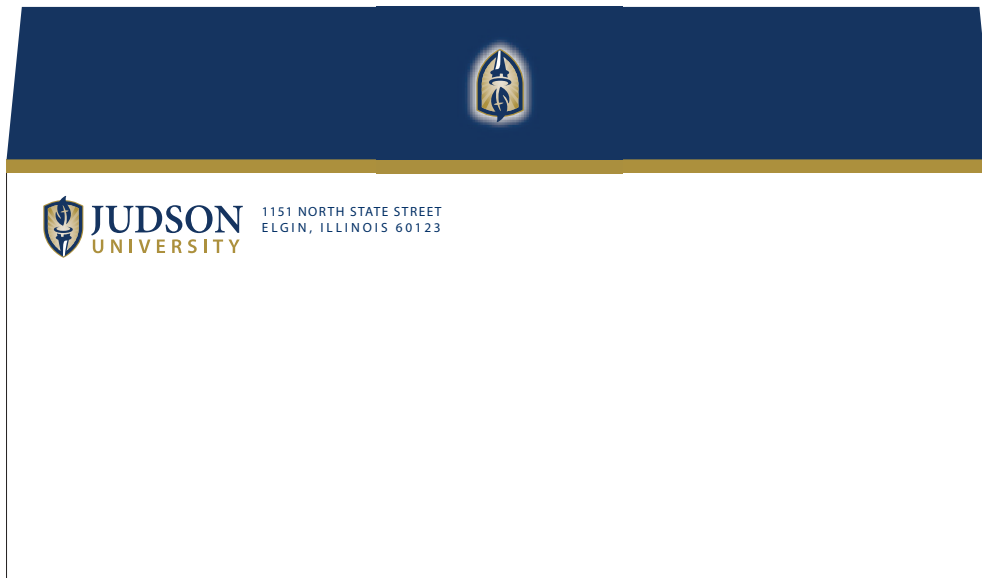
Colors: PMS 655 (navy blue), PMS 8641 (metallic gold)

Stock: 60# Cougar Opaque Offset, White

Available in boxes of 500

(1 box = 500 envelopes)

Available with *Elgin Campus* OR *Rockford Campus* return address.





LARGE ENVELOPES

Size: 6" tall x 9" wide OR 9" tall x 12" wide OR 10" tall x 13" wide

Colors: PMS 655 (navy blue), PMS 8641 (metallic gold)

Stock: 28# Wove - White

Available in boxes of 500

(1 box = 500 envelopes)

Available with Elgin Campus OR Rockford Campus return address.





#9 BUSINESS REPLY ENVELOPES

Size: 3-7/8" tall x 8-7/8" wide

Colors: Black

Stock: 24# Wove #9 Regular Envelope White

Available in boxes of 500

(1 box = 500 envelopes)

Available with *Elgin Campus* OR *Rockford Campus* return address.

BUSINESS REPLY MAIL FIRST CLASS MAIL PERMIT NO. 551 ELGIN, IL		NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES
POSTAGE WILL BE PAID BY ADDRESSEE		
JUDSON UNIVERSITY OFFICE NAME 1151 N. STATE STREET ELGIN, IL 60123-9952		





NOTEPADS

Size: 8.5" tall x 5.5" wide

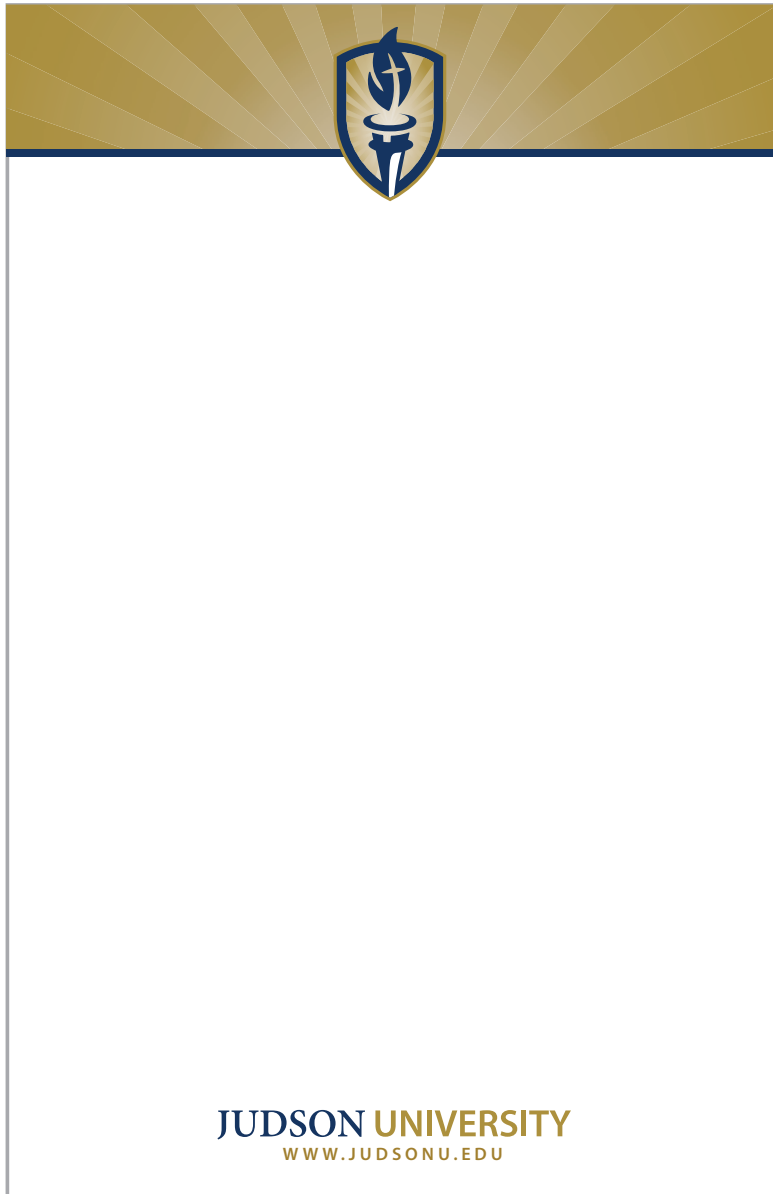
Colors: PMS 655 (navy blue), PMS 8641 (metallic gold)

Stock: 60# Cougar Opaque Offset White

Available in pads of 50

(1 pad = 50 sheets)

All pads have general website.





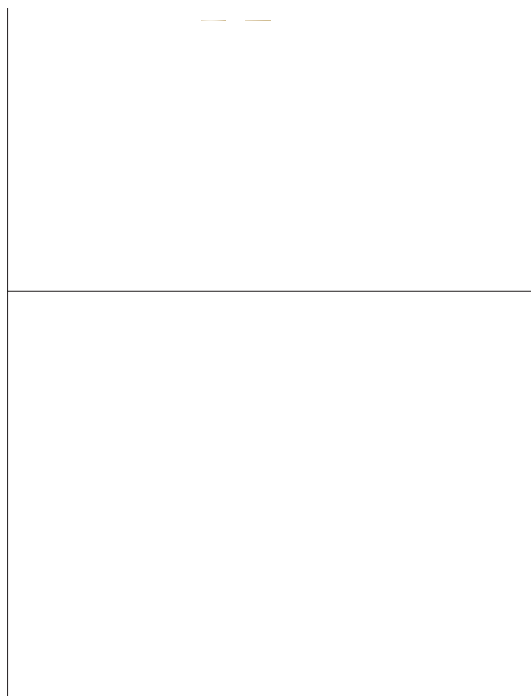
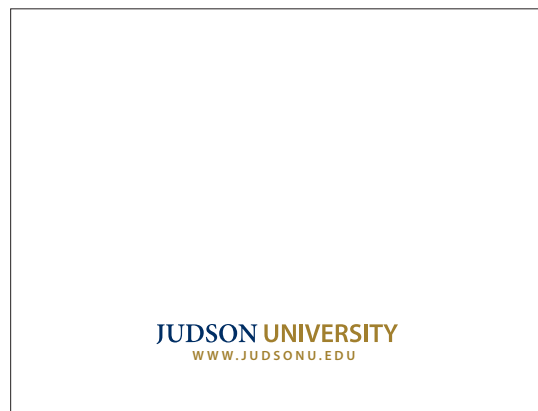
NOTECARDS

Size: 4" tall x 5.5" wide (folded)
Colors: PMS 655 (navy blue), PMS 8641 (metallic gold)
Stock: 80# Cougar Opaque Cover, White
 Available in boxed sets of 250
 (1 box = 250 cards w/ envelopes)
All cards have general website on back.
Available with Elgin OR Rockford return address.

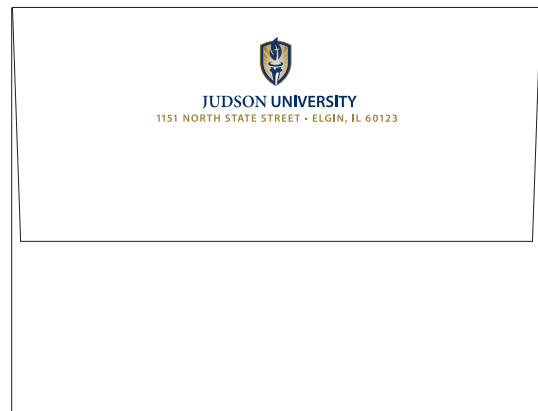
CARD FRONT



CARD BACK



CARD INSIDE



ENVELOPE BACK





BUSINESS CARDS

Order through Vistaprint.com - Use your credit card to order.

Fill out and submit the form to the Communications Office for the artwork;
email: newsandevents@judsonu.edu

Size: 2" tall x 3.5" wide

Colors: PMS 655 (navy blue), PMS 8641 (metallic gold), square corners

Stock: 14 pt. Standard white, matte finish

Available at various quantities, i.e. 100, 250 or increments of 100

Standard quantity is 500 business cards

May be personalized by name, title and contact information.



FRONT

BACK - Blank





NAME BADGES

Size: 1" tall x 2.5" wide

Colors:

Option 1: Metallic Gold w/Black Engraved Lettering

Option 2: Dark Blue w/ White Engraved Lettering

Magnetic back

If ordering multiple name badges, please forward your order form to Cheryl Krup's attention in the Business Office.





BUSINESS CARD ORDER FORM

BUSINESS CARDS Boxes of 500 (1 box = 500 cards)	# of Boxes _____	BUDGET NO. 10 - _____ - _____
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PLEASE WRITE YOUR INFORMATION BELOW EXACTLY AS YOU WOULD LIKE IT TO APPEAR.

Title (2 lines max)	Full Name (1 line max)		
		<div style="border: 2px solid #003366; padding: 5px;"> <div style="border-bottom: 1px solid #003366; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #003366; height: 20px; margin-bottom: 2px;"></div> <div style="border-bottom: 1px solid #003366; height: 20px;"></div> </div>	
		Circle one: Elgin Address Rockford Address	
			@JudsonU.edu
Office Phone #	Email Address	Fax, Cell or Alternate Phone #	





NAME BADGE ORDER FORM

NAME BADGE Available in gold w/ black lettering OR dark blue w/ white lettering	# of badges _____	BUDGET NO. 10 - _____ - _____
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PUT A CHECK NEXT TO WHICH STYLE OF NAME BADGE YOU WANT:



PLEASE WRITE YOUR INFORMATION BELOW EXACTLY AS YOU WOULD LIKE IT TO APPEAR.



Full Name
(1 line max)

Title
(2 line max)

