

LSE STAFF STATIONERY REQUEST FORM

Order Stationery

Please fill out all details, so they can be passed onto the relevant department

Department:

Room No:

Contact Name:

Extension:

Email:

Budget Code:

Item Details

Name:

Title:

Department of

Tel:

Other contact numbers:

Email:

Web:

1 set business cards= 200 units
1 set Letterheads/Comp Slips= 500 units
1 set Postcards= 80 units

Business Cards:

Letter Heads:

Compliment Slips:

Postcards:

Please access the attached hyperlink for an important electronic communications disclaimer: <http://lse.ac.uk/emailDisclaimer>