CFAES Departments must order envelopes, business cards and letterhead from an approved University provider. The instructions below direct you for printing through UniPrint in Columbus. You may also order from the OARDC Printshop in Wooster.

- #10 Regular Envelopes: $.032 per Unit (5,000 minimum order)
- #10 Window Envelopes: $.057 per Unit (5,000 minimum order)
- 6 x 9 Booklet envelopes: $.064 per Unit (1,000 minimum order)
- 9 x 12 Booklet envelopes: $.084 per Unit (1,000 minimum order)
- This pricing is based on Customer Typesetting and Proofing Online
- Orders sent to UniPrint for processing will have an additional $20.00 per order processing fee.

**Ordering Extension Envelopes, Letterhead, Business Cards and Stationary**

http://uniprint.osu.edu

1. On the top click on Order Online
2. Then click departmental eRequest
3. Input your: OSU Internet (kerberos) username and password – this will allow you to enter the site.
4. You are in the “Place Order” tab, choose the item you would like to order.
5. Then pick

<table>
<thead>
<tr>
<th>Envelopes</th>
<th>Business Cards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select OSU Envelopes</td>
<td>Choose The Ohio State University Business Cards</td>
</tr>
<tr>
<td>Select size</td>
<td>OSU Business Card V-2</td>
</tr>
<tr>
<td>Follow letterhead sample below</td>
<td>Follow the sample below</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Letterhead</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Select OSU letterhead</td>
<td></td>
</tr>
<tr>
<td>Select 786 OSU Letterhead v1</td>
<td></td>
</tr>
<tr>
<td>Follow the sample below</td>
<td></td>
</tr>
</tbody>
</table>

6. Type in the necessary information
7. Click , and view and review the pdf (NOTE: THIS IS THE PROOF, MAKE SURE ALL INFORMATION IS CORRECT)
8. Once reviewed, pick the quantity and add to shopping cart
9. From your shopping cart, just below it, click “checkout”.
10. OPEN NEW WINDOW (DO NOT CLOSE THIS WINDOW) and Go to https://erequest.osu.edu
11. Create an Internal Order eRequest. In the eRequest:
    a. Use 1 for the quantity
    b. Use the total amount of the order for the Total Estimated amount
    c. Use “Uniprint Printing/Copying” as Internal Vendor
12. Type in shipping, click continue
13. Go back to the Uniprint site, type in the eRequest number (PR#) and shipping, then click continue.
14. Enter PR number and billing information, then click continue.
15. Review the order, then click Complete Order
16. The web order number is assigned to you. You will receive an email confirming your order.

**Delivery takes approximately one to two weeks.**