



# SLOCOE Letterhead & Business Cards

Stationery and business cards with the SLOCOE logo are available by online order with an open purchase order at [www.proforma.com/slocoe](http://www.proforma.com/slocoe). Log in with your SLOCOE email address and password. If you do not have a log-on account, contact SLOCOE's Buyer at 782-7218. Click on the icon for stationery and business cards. Business cards may be set up and previewed on the website.

**NOTE:** Business Services maintains a supply of letterhead and envelopes in the main office work room. Some departments may wish to order and maintain their own supply for staff in locations away from the main office.

## Approximate Prices for Frequently Ordered Items

Letterhead with 1 color imprint	(500 qty)	\$140.00
	(1000 qty)	\$190.00
	(2500 qty)	\$350.00
Letterhead with 3 color imprint	(500 qty)	\$ 73.48
	(1000 qty)	\$197.00
	(2500 qty)	\$361.25
#10 Regular Envelope 1 color	(500 qty)	\$142.00
	(1000 qty)	\$276.00
	(2500 qty)	\$350.00
#10 Regular Envelope 3 color	(500 qty)	\$392.00
	(1000 qty)	\$440.00
	(2500 qty)	\$583.00
#10 Standard Window Envelope	(500 qty)	\$173.00
	(1000 qty)	\$297.33
	(2500 qty)	\$395.00
Business Cards	(250 qty)	\$ 25.00
	(500 qty)	\$ 50.00
	(1000 qty)	\$ 80.00

\*prices as of January 12, 2022