



Personalized Letterhead Order Form

Please fill out information as you would want it to appear on your letterhead stationery.

NAME: _____

NOTE: If you would like to include your **highest degree earned** and/or **your class year** (if you are an alumnus/na of Dartmouth and/or its professional schools), please be sure to note this information after your name.

Examples:

**Sylvanus Thayer, Ph.D.
Th'00**

Amos Tuck, Ph.D. '99

Eleazer Wheelock '99

TITLE(s): _____

EMAIL: _____

OFFICE PHONE: _____

Date Ordered: _____ Quantity: 500 (min) Other _____

Charge to Account #: _____

Department/Ordered by: _____

Phone: _____

Delivery Address/HB: _____

Please send completed form to dartmouth.printing.and.mailing@dartmouth.edu or to Dartmouth Printing and Mailing Services at HB 6113. **Questions? Contact Lee Koh (Thayer School Communications) at 603-646-3521 or DPMS at 603-646-2642.**