

ENVELOPES & watermark bond FROM CDS

Extra
Use
1180's

VU Station
B 359000

Call 6-4544
Fax 6-4542



TO: University Community

FROM: Cathy Williams, Purchasing Assistant

RE: How to Order Envelopes & Watermark Bond
Directly from Campus Distribution Services (CDS)
...a division of Vanderbilt Printing Services (VPS)

DATE: 10/8/98 - revised 9/3/02

Envelopes and watermark bond paper are no longer ordered through Purchasing on the Administrative Forms Requisition. In the past, envelopes, paper, small purchase orders and forms were all stored and distributed by our off-campus forms vendor, but that arrangement has been discontinued. Now envelopes and watermark paper can be ordered directly from Campus Distribution Services (CDS), which is a division of Vanderbilt Printing Services (VPS) on an 1180.

At the present time, only forms are ordered on the Administrative Forms Requisition. Forms orders should continue to be faxed to Central Purchasing (3-6468), where the order will be processed and sent to the forms vendor. If you have questions concerning a forms order, you can call Dodie Miller in Central Purchasing at 2-3959.

Campus envelopes, several types of kraft envelopes, standard white envelopes, and watermark bond paper can now be ordered directly from CDS by writing in the 4-digit item numbers listed below on an 1180 and sending it to VU Station B, Box 359000.

If you have any questions, please call CDS at 6-4544.

Any custom *printed* envelope can also be ordered from Vanderbilt Printing Services (VPS) with an 1180; however, you should attach an existing printed envelope (if available) as an example.

Items from Campus Distribution Services (CDS), a division of VPS

| <u>Item#</u> | <u>Item Name</u> | <u>Unit</u> | <u>Item#</u> | <u>Item Name</u> | <u>Unit</u> |
|--------------|---|-------------|--------------|------------------------------|-------------|
| 9625 | Vanderbilt Campus String Envelopes | (each) | 9621 | Kraft Envelope 9x12 Gummed | (100 bx) |
| 9623 | Campus Gray Envelope (No. 10) | (500 bx) | 9622 | Kraft Envelope 10x13 Gummed | (100 bx) |
| 9650 | White Copy Paper 8.5 x 11 | (500 pkg.) | 9623 | Green Bond 8.5 x 11 | (500 pkg.) |
| 9667 | Standard White Envelope (No. 10) | (500 bx) | 9626 | Blue Bond 8.5 x 11 | (500 pkg.) |
| 9630 | Watermark Bond 8½x11 (2nd page to Vanderbilt letterhead) | (500 pkg.) | 9627 | Pink Bond 8.5 x 11 | (500 pkg.) |
| 9617 | Kraft Envelope 6x9 Clasp | (100 bx) | 9628 | Canary Bond 8.5 x 11 | (500 pkg.) |
| 9619 | Kraft Envelope 9x12 Clasp | (100 bx) | 9629 | Salmon Bond 8.5 x 11 | (500 pkg.) |
| 9620 | Kraft Envelope 10x13 Clasp | (100 bx) | 9631 | Cherry Bond 8.5 x 11 | (500 pkg.) |
| 9618 | Kraft Envelope 6½x9½ Gummed | (100 bx) | 9632 | 3 hole drill bond 8.5 x 11 | (500 pkg.) |
| | | | 9633 | Green bar paper 8.5 x 14.875 | (ctn.) |