



Envelope Order Form

1) Please select **ONE (1)** Site Location and Department (if applicable) below:

PLEASE SELECT YOUR LOCATION & DEPARTMENT:

Service Center *Select Department* —>
55 E. Moore Street, 99362-1172

Parks and Recreation Department
Public Works Department
Fleet Services
Development Services

City Hall *Select Department (optional)* —>
15 N. 3rd Avenue, 99362-1859

Human Resources
Support Services
City Attorney's Office
City Clerk
City Manager
Technology Services / GIS
Finance

Public Library
238 E. Alder Street, 99362-1943

Fire Department: Station 1
200 S. 12th Avenue, 99362-2727

Fire Department: Station 2
170 N. Wilbur Avenue, 99362-2548

Police Department
54 E. Moore Street, 99362-1172

WESCOM: Walla Walla City-County Public Safety Dispatch
27 N. 2nd Avenue • 15 N. 3rd Avenue, 99362-1859

Mountain View Cemetery *(optional)* —> *Parks and Recreation Department*
2120 S. 2nd Avenue, 99362-4509

Sudbury Road Landfill
414 Landfill Road, 99362

Water Treatment Plant
581 Mill Creek Road, 99362-8414

Individual Filling Out This Form

Name: _____

Email: _____

Phone #: _____

PO#: _____ **FPO#:** _____

Desired Delivery Date: _____

Select ENV Qty: 500 1000 2500 5000

Select Type: **Windowed** **Non-Windowed**

Changes to the default Letterhead template is NOT ALLOWED, without prior approval by David Brauhn and 123 Printing.

1. After clicking the SUBMIT ORDER button this form will be packaged as a PDF and automatically attached to your default email program (Outlook, Apple Mail, Gmail, etc.), addressed to 1-2-3 Printing and David Brauhn. Click send.
2. Upon receipt of your order, we will setup the new letterhead and email a PROOF to you and David within 72 hours—typically in one business day—for you to review and make any necessary revisions. We will send subsequent proofs until the letterhead is approved.
3. Once approved, we will print—within 1–2 business days—and deliver to your department along with an invoice. If you have any questions, please don't hesitate to contact us. Thank you!

SAMPLE TEMPLATE Colors = PMS 3262/72 (green) & PMS 418 (gray).



DEPARTMENT NAME (All CAPS, optional line)

Site Location (First Letter Capital only)

15 N. 3rd Avenue (street address)

Walla Walla, WA 99362-2727 (includes zip ext if available)