Instructions for Letterhead Requests

- **Reprint Requests:**
  Include a color copy of the existing letterhead with your submission. Forward all materials to Rita Di Loreto.

- **Credit Card Information:**
  Leave this section blank. Rita Di Loreto will contact HKM Direct Market Communications directly to provide the necessary payment details.

HKM Direct Market Communications
5501 Cass Ave
Cleveland, OH 44102
Phone: 1-216-281-3724

KENT STATE UNIVERSITY

Order Exact Reprint Letterhead

Sample of latest letterhead must be emailed to ksucustomerservice@hkm.dcgcentral.com **before printing can proceed.**

Order will be delivered in 10 working days from receipt of order
If order is a rush, please email ksucustomerservice@hkm.dcgcentral.com**.**

Contact Person

Phone Fax E-mail

Department Ordering

Number of copies Select number of copies

Deliver attention Room Building

Credit Card Number to be charged (MasterCard, Visa, American Express)
(Enter digits only, no dashes or spaces)

Expiration Date (mmyy)

(If department does not have a MasterCard)
Account Name Account Number

Submit Order Reset Form Print Page

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