

Instructions for Letterhead Requests

- **New Department Letterhead:**
Complete the form and forward it 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



Order **New** Letterhead or Reprint with Changes

Sample of latest letterhead must be emailed to ksucustomerservice@hkm.dcgcentral.com with changes clearly indicated 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

Department name to be on letterhead

Address on letterhead

Phone on letterhead Fax on letterhead

E-mail on letterhead

Web address on letterhead

Number of copies Send Proof:

(on other quantities, price to be emailed)
(Prices good on standard letterhead only. For custom letterhead design, please email ksucustomerservice@hkm.dcgcentral.com.)

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

HKM Direct Market Communications

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