

Modesto Junior College

Graphics: Irene Nunez (209) 575-6389 • East Campus Morris Memorial 208F

Do Not send to Duplicating.

Request for Changes Letterhead and Envelopes (MJC, Columbia and YCCD)

Name _____

Date: _____

Department: _____

Phone: _____

To place an order for printed copies, go to the MJC Duplicating website portal.



LETTERHEAD - Printed in color.

- MJC Columbia YCCD Other, note below.

Paper Stock

- Bond 20lb white paper.
- Premium 24lb white paper.

ENVELOPE - Printed in color.

- MJC Columbia YCCD Other, note below.

Paper Stock

- #10 white. Standard mailing size.
- #10 white. Standard mailing size. With Window.
- #9 white. Fits inside #10 envelope.
- A2 white. Invitation/Notecard size.
- Other. Special order. Describe below.

Changes. Send sample of previous print.
