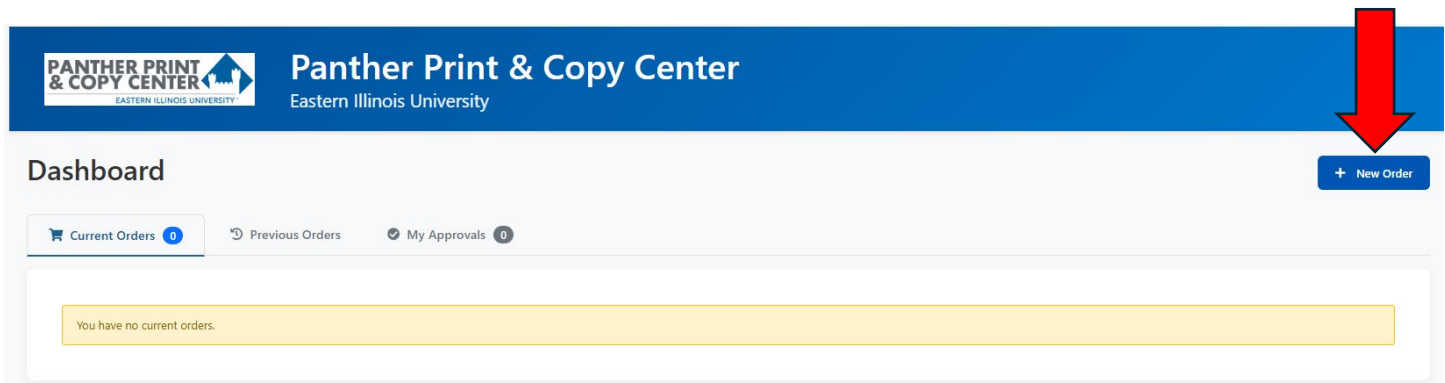


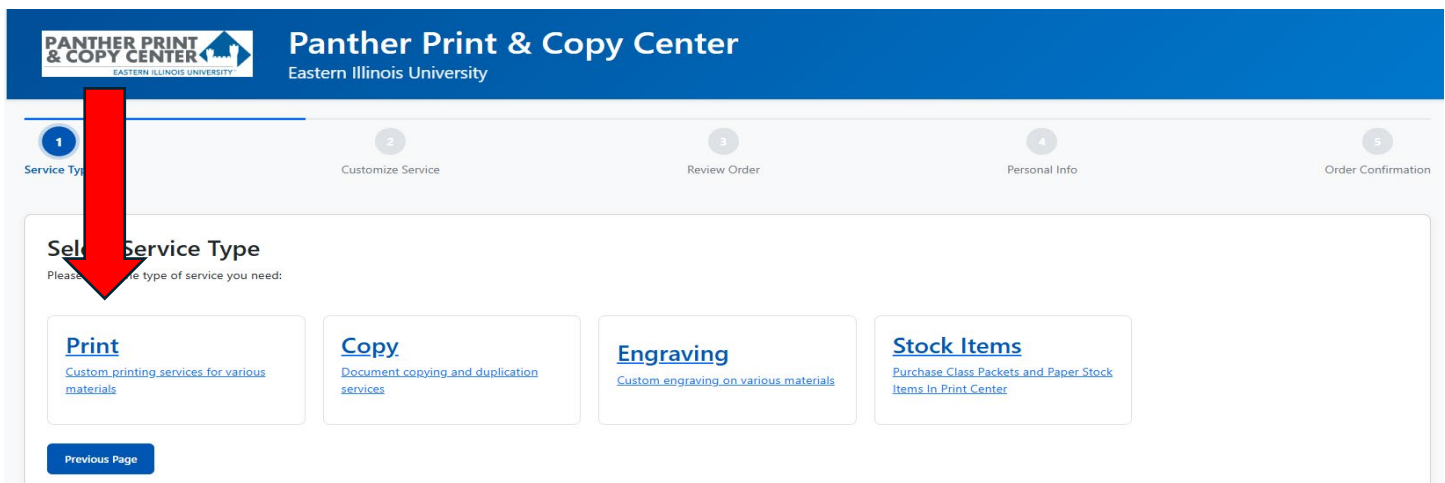
Print Center –PLACING AN ORDER – Letterheads

Use this link: <https://mainwebprod.eiu.edu/busoffapps/apps/ppcc/ppccDashboard.php>

- **Click + New Order**



- **Click Print Tab**



- **Click Letterheads tab**

Print Options

Please select the option you'd like for your print service:

Envelopes

Custom printed envelopes in various sizes and styles

Business Cards

Professional Business cards in various styles

Letterheads

Custom letterheads for your needs

Posters/Flyers/Pluggers

High-quality posters and promotional materials

Wide Format

Large-size printing for banners, posters, yard signs and displays

Books/Programs

Professionally bound books and event programs

Notecards/Greeting Cards

Custom notecards and greeting cards with personalized designs

Notepads

Custom notepads perfect for jotting down notes, lists, or messages with a personal touch

Post Cards

Professional Postcards

NCR Forms

No Carbon Required Forms for Business documentation

Brochures

Informational Brochures and Pamphlets with Custom Designs

Custom Printing

Customizable promotional items and office essentials with your logo/design

[Back to Services](#)[Review Order](#)

- **Select your order options**

Print - Letterheads

Stock provided by customer

No

Style *

Standard

Full Bleed

Yes

Printing on Front *

Color

Printing on Back

Select Printing on Back

Quantity *

500

Upload Design

Choose file...

Browse

Accepted formats: PDF, JPG, PNG, AI (max 10MB)

Preferred Date of Delivery *

08/26/2026

Additional Instructions

Any special requests?

Weekends are not available for delivery.

Personal Information

This information will appear on your letterhead.

Department *

Academic Advising Services

Building / Room Number

McAfee Gym 1110

Address *

600 Lincoln Avenue

City, State & Zip *

Charleston, Illinois, 61920-3099

Phone 1 *

217-581-0000

Fax

Enter Fax

Department Email

Enter Department Email

Web Address

Enter Web Address

Subtotal: **\$105.63** This is just an estimate. Final prices may vary.

Cancel

Add to Order

- *** Additional instructions: This can be where you put a specific paper color, or if you chose custom size, you can add the size you want your poster or any other comments not specified on this form.
- Calculate price
- Add to Cart

Screenshot #1

Screenshot #2

- You can edit your order, remove item or save for later.

- Click the details if you would like to review the entire order

Panther Print & Copy Center
Eastern Illinois University

1 Service Type 2 Customize Service 3 Review Order 4 Personal Info 5 Order Confirmation

Review your Order 1 item

#	Service Type	Quantity	Price	Actions
1	Print - Posters/Flyers/Pluggers	3	13.20	Edit Remove No File Save for Later Details

[Back to Service Options](#) [Proceed to Checkout](#)

If you have a file to send, make sure it's attached to order before submitting

Proceed to Checkout for printing

Panther Print & Copy Center
Eastern Illinois University

1 Service Type 2 Customize Service 3 Review Order 4 Personal Info 5 Order Confirmation

Personal Information

Request Type: * ☒ Departmental Transfer ⓘ ☐ Student/Staff/Faculty/Student Org ⓘ

Department: *

Billing Org Number: *

Contact Person: *

Email: *

Phone: *

Delivery Address: *

[Back to Review](#) [Submit Order](#)

Start this form by checking whether your payment will be through a Department Transfer or paying through cash or credit

Department Transfer -

- Start typing Department Name.
- The billing org number will automatically show up
- Type the contact person's name
- The email address will automatically show up. (If you don't want to use this email, you may type in a different one.)
- Enter a phone number

- The delivery address will populate for the department since this is a Department Transfer

Once you submit your form, you will see this screen.

Student/Staff/Faculty/Student Organization –

This is for anyone with an E# paying personally:

- Enter the contact person's name
- EIU email will automatically populate. You may change this if you would like
- Enter the phone number
- Check the box if you are Tax Exempt.
 - Enter your tax-exempt number
 - Upload your certificate
 - This will have to be included before tax exempt is authorized.
- Submit Order

Confirmation screen once order has been submitted

1
Service Type

2
Customize Service

3
Review Order

4
Personal Info

5
Order Confirmation

Order Submitted

Order Number
55

Your order has been submitted successfully.

Processing
1-2 business days

Updates
Via email

Questions?
(217) 581-3820

[View My Orders](#)

[New Order](#)

Department Workflow Queue

PERSONAL/EIU EMPLOYEE/EIU CLUB

