



**Printing. Technology. Solutions.**

# Available Supplies



**Catina M. Smith**

BUYER  
CONTRACTS & PROCUREMENT MANAGEMENT

450 Clarkson Avenue, Box 63, Brooklyn, NY 11203  
Phone 718 270-3899 • Fax 718 270-4413  
Email [catina.smith@downstate.edu](mailto:catina.smith@downstate.edu)



University Heights of Brooklyn  
College of Business  
School of Graduate Studies  
College of Nursing  
College of Health Related Professions  
School of Public Health

Catina M. Smith  
Buyer  
Contracts & Procurement

State University of New York Downstate Medical Center  
450 Clarkson Avenue, Box 63, Brooklyn, NY 11203 • Phone 718 270-3899 • Fax 718 270-4413  
E-mail: [catina.smith@downstate.edu](mailto:catina.smith@downstate.edu)



Catina M. Smith  
Buyer  
Contracts & Procurement Management

To: \_\_\_\_\_  
Date: \_\_\_\_\_

Dept.: \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> For Your Information | <input type="checkbox"/> Please Comment            |
| <input type="checkbox"/> For Your File        | <input type="checkbox"/> Please Note & Return      |
| <input type="checkbox"/> For Your Approval    | <input type="checkbox"/> Take Required Action      |
| <input type="checkbox"/> Please Call Me       | <input type="checkbox"/> Route as Indicated        |
| <input type="checkbox"/> Please See Me        | <input type="checkbox"/> What is Follow-up Action? |

COMMENT:

State University of New York Downstate Medical Center  
450 Clarkson Avenue, Box 63, Brooklyn, NY 11203  
Phone 718 270-3899 • Fax 718 270-4413  
E-mail: [catina.smith@downstate.edu](mailto:catina.smith@downstate.edu)



Name/Box \_\_\_\_\_

450 Clarkson Avenue  
Brooklyn, New York 11203-2098

Business Cards, letterhead, 2<sup>nd</sup> page letterhead, envelopes, & note pads.

# Logging In



Printing. Technology. Solutions.

Home About Dupli On Demand Printing Relationship Marketing E-Services Contact Dupli

DupliOnline Log In

## E-Services

[Online Ordering](#) [Business Card](#) [Virtual Business Card](#) [QR Codes](#)

## Online Ordering

Dupli's online ordering system, DupliOnline, is industry leading. We know this because our customers tell us so. The technology is simple so it is easy and intuitive. Yet we offer much functionality that can be customized to meet your needs to improve process and create savings. We would love to demo our site. If you are interested, please call or email us at [sales@duplionline.com](mailto:sales@duplionline.com).

- Real Time Proofing
- Photo Upload with real time proof
- Ability to merge variable data, real time proof, mail sorting
- Variable content for marketing collateral
- Upload single use documents to print
- Build a book with multiple file formats
- Ability for designated users to add and remove published templates

Please call, we would love to demo our site.



- Envelopes
- Marketing Collateral
- Corporate Identity

[www.duplionline.com](http://www.duplionline.com)

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## E-Services

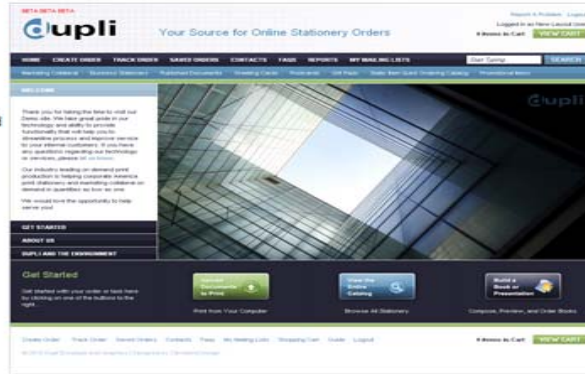
[Online Ordering-Business Card](#)[Virtual Business Card](#)[QR Codes](#)

### Online Ordering

Dupli's online ordering system, DupliOnline, is industry leading. We know this because our customers tell us so. The technology is simple so it is easy and intuitive. Yet we offer much functionality that can be customized to meet your needs to improve process and create savings. We would love to demo our site. If you are interested, please call or email us at [sales@duplionline.com](mailto:sales@duplionline.com).

- Real Time Proofing
- Photo Upload with real time proof
- Ability to merge variable data, real time proof, mail sorting
- Variable content for marketing collateral
- Upload single use documents to print
- Build a book with multiple file formats
- Ability for designated users to add and remove published templates

Please call, we would love to demo our site.



DupliOnline Log In: >

Envelopes

Marketing Collateral

Corporate Identity

Click on the 'DupliOnline Log In:' to access the login web page. The link is located in the top right corner.

## E-Services

[Online Ordering](#) [Business Card](#) [Virtual Business Card](#) [QR Codes](#)

### Online Login

Account Code:

UserName

Password

### Portal Login

[Sign In](#)

 **Envelopes**

 **Marketing Collateral**

 **Corporate Identity**

**All 3 login fields (Account Code:, UserName, & Password) are 'downstate'. These fields are all case sensitive and must be entered using lower case characters.**

# Catalog Home Page

SUNY DOWNSTATE Medical Center Catalog | [Create Order](#) [Order Admin](#) [Contacts](#) [USER GUIDE](#)

Welcome to SUNY DOWNSTATE Medical Center

[CLICK HERE](#) To Order Letterhead, Business Cards & Envelopes

**TO CREATE AN ORDER**

1. Click here or go to "Create Order" at top of page
2. Select category in drop down.
3. Click "select" next to item you wish to order.
4. Type in all imprint information.
5. Click **VIEW PROOF!**
6. Click "add to shopping cart" & type in shipping information.
7. Click "submit order" to place order.
8. Click "complete order" to finish.  
An order number will be generated & displayed in the upper right corner.

**KEEP this number for confirmation/tracking purposes**

[CLICK HERE](#) To Track Your Orders

**TO TRACK AN ORDER**

1. Click here or go to "order admin" at top of page
2. Click "track order"
3. Type in your order number
4. Click "tracking number" to track via UPS site for delivery information

Logged in as: [Logout](#)

- Destination links
- Brief instructions
- Create Order
- Order Admin
- Contacts
- Catalog
- Logout

SUNY DOWNSTATE Medical Center

[Catalog](#) | [Create Order](#) | [Order Admin](#) | [Contacts](#) | [USER GUIDE](#)

Category: **Business Cards**

Search:   In this Category  In All Categories


[ds\\_bc\\_150](#) | [SUNY Downstate 150 Year Business Card](#)


[lich\\_bc](#) | [SUNY Downstate LICH Business Card](#)

[SUNY Downstate](#)

**Business Cards**

**Employee Name**  
 Title Line 1  
 Title Line 2  
 SUNY Downstate Medical Center  
 Department  
 Street Address Line 1  
 City, ST 12345-6789  
 P 123.456.7890  
 F 123.456.7891  
 E [ename@downstate.edu](mailto:ename@downstate.edu)  
[www.downstate.edu](http://www.downstate.edu)

  
 A Diverse Legacy, A Bright Future


**SUNY DOWNSTATE**  
 Medical Center  
 University Hospital of Brooklyn  
 at Long Island College Hospital

**Employee Name**  
 TITLE LINE 1  
 TITLE LINE 2  
 DEPARTMENT LINE  
 339 Hicks Street, Brooklyn, New York 11201  
 Phone 123 456-7890 • Fax 123 456-7891  
 Mobile 123 456-7892  
 Email [ename@downstate.edu](mailto:ename@downstate.edu)

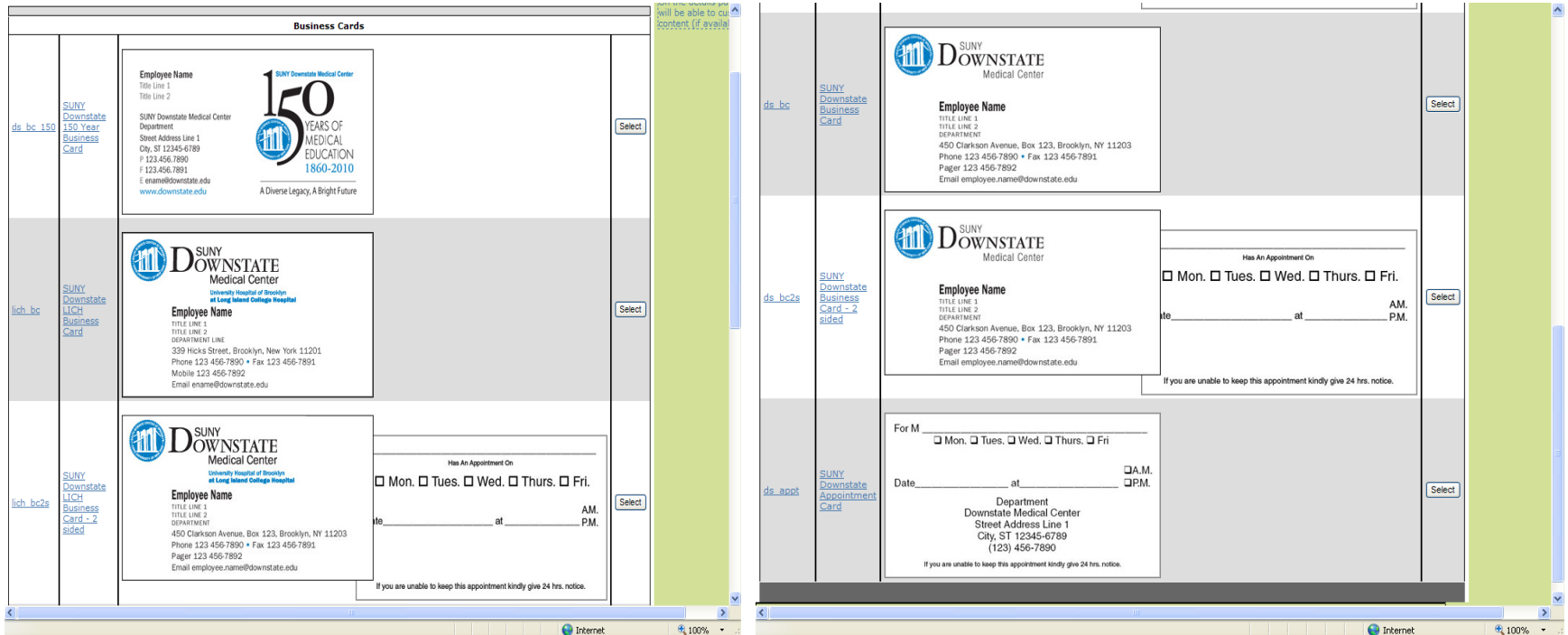

**SUNY DOWNSTATE**  
 Medical Center  
 University Hospital of Brooklyn  
 at Long Island College Hospital

Has An Appointment On  
 Mon.  Tues.  Wed.  Thurs.  Fri.

Hints:  
 Click on an item (Select button) to details about the  
 On the details page will be able to cut content (if available)

**Drop down menu for category choices.**

# Business Cards



- **SUNY Downstate Medical Center 150 Year Business Card**
- **SUNY Downstate Medical Center Business Card**
- **SUNY Downstate Medical Center Business/Appointment Card**
- **SUNY Downstate Medical Center Appointment Card**
- **SUNY Downstate Medical Center @ LICH Business Card**
- **SUNY Downstate Medical Center @ LICH Business/Appointment Card**



# Generating Proofs

The screenshot shows a web browser window displaying the SUNY Downstate Medical Center website. The top navigation bar includes links for 'Create Order', 'Order Admin', 'Site Admin', and 'Contacts'. A 'Catalog' dropdown menu is visible, and a 'USER GUIDE' link is present. The search bar is set to 'Business Cards' and is circled in red. Below the search bar, there are radio buttons for 'In this Category' (selected) and 'In All Categories'. The main content area displays a list of business cards under the heading 'Business Cards'. The first card is for 'SUNY Downstate 150 Year Business Card' and features a '150 YEARS OF MEDICAL EDUCATION 1860-2010' logo. The second card is for 'SUNY Downstate LICH Business Card' and includes contact information for the University Hospital of Brooklyn at Long Island College Hospital. The third card is partially visible at the bottom. A 'Select' button is visible next to each card. A hint box on the right side of the page reads: 'Hints: Click on an item (Select button) to details about the content. On the details page will be able to cut content (if available)'. The browser's address bar shows 'Internet' and the zoom level is set to 100%.

Select the appropriate category.

# Generating Proofs

- Quantity
- Default Imprints
- Information Fields
- Mobile Field
- Viewing/Emailing
- Add
- Cancel
- Pricing

The screenshot displays the SUNY Downstate Medical Center ordering interface. At the top, there are navigation tabs: 'Create Order', 'Order Admin', 'Site Admin', and 'Contacts'. Below these are links for 'Catalog', 'Edit Items', 'Shopping Cart', and 'Checkout', along with a 'USER GUIDE' button. A warning message states: 'Do not use the back button when placing order'. The main content area is titled 'SUNY Downstate LICH Business Card - 2 sided'. On the left, there is a form for 'Imprints' with the following fields: Name (Catina M. Smith), Title 1 (Buyer), Title 2, Department (Contracts & Procurement), Address Line 1 (450 Clarkson Avenue), Box # (63), City (Brooklyn), ST (NY), Zip (11203), Phone (7182703899), Fax (7182704413), Mobile, and Email (catina.smith). Below the form are buttons for 'View Proof', 'Add to Shopping Cart', and 'Cancel Edit'. At the bottom left, a 'Pricing' table is shown:

Qty	Price	Price Type
500	\$25.85	Per Lot
1,000	\$38.20	Per Lot

On the right, a preview of the business card is shown. It features the SUNY Downstate Medical Center logo and text: 'SUNY DOWNSTATE Medical Center', 'University Hospital of Brooklyn at Long Island College Hospital', 'Catina M. Smith', 'BUYER', 'CONTRACTS & PROCUREMENT MANAGEMENT', '450 Clarkson Avenue, Box 63, Brooklyn, NY 11203', 'Phone 718 270-3899 • Fax 718 270-4413', and 'Email catina.smith@downstate.edu'. Below the preview, there are instructions: 'click image to view proof, click here for a pdf proof, click here for a printable version of this proof, click here to save this proof to your computer, click here to send this proof as an email'. At the bottom right of the preview area, there are links for 'Front | Back |'. On the far right, a 'Hints' sidebar is partially visible, showing a list of items and a 'Total' section.

# Shopping Cart

The screenshot shows a web browser window displaying a shopping cart page for SUNY Downstate Medical Center. The page has a light green header and a white main content area. At the top left is the SUNY Downstate Medical Center logo. The top navigation bar includes links for 'Create Order', 'Order Admin', and 'Contacts'. Below this is a secondary navigation bar with links for 'Catalog', 'Shopping Cart', 'Checkout', and 'Start A New Order', along with a 'USER GUIDE' button. The main content area features an 'Order Summary' table with columns for Product, Quantity, and Price. The table lists one item: 'SUNY Downstate LICH Business Card - 2 sided' with a quantity of 1,000 and a price of 38.20. A subtotal of 38.20 is shown at the bottom of the table. Navigation buttons for '<< Continue Shopping' and 'Continue to Checkout >>' are located below the table. At the bottom of the page, a 'Logged in as:' field is empty, and a 'Logout' link is present. The browser's address bar and taskbar are visible at the bottom of the window.

**SUNY DOWNSTATE**  
Medical Center

Create Order    Order Admin    Contacts

[Catalog](#) | [Shopping Cart](#) | [Checkout](#) | [Start A New Order](#)    [USER GUIDE](#)

**Order Summary**


Product	Quantity	Price	
SUNY Downstate LICH Business Card - 2 sided Name: Catina M. Smith	1,000	38.20	<a href="#">Delete</a> <a href="#">Edit</a>
Subtotal: *		38.20	

[<< Continue Shopping](#)    [Continue to Checkout >>](#)

Logged in as: ,    [Logout](#)

Internet    100%

# Checkout



**CREATE ORDER** | **Order Admin** | **Contacts**

[Catalog](#) | [Shopping Cart](#) | [Checkout](#) | [Start A New Order](#) | [USER GUIDE](#)

### Shopping Cart

Product	Quantity	Price	
SUNY Downstate LICH Business Card - 2 sided <b>Name:</b> Catina M. Smith	1,000	38.20	<a href="#">Delete</a> <a href="#">Edit</a>
Subtotal: *		38.20	

**Your order has been sent to Catina Smith for approval**

### Shipping Address & Order Information

\* Denotes Required Field

**Order Information**

Account Code: 311360-00 \*  
Email Address: catina.smith@downstate.edu \*  
Re-Type Email Address: catina.smith@downstate.edu \*

**Shipping Address**

Saved Addresses: 445 Lenox Road ▾  
Attn: Catina Smith - Procurement \*  
Company Name: SUNY Downstate Medical Center  
Address 1: 445 Lenox Road \*  
Mailbox: Box 63  
City: Brooklyn \*  
State: NY  
Zip: 11203 \*  
Country: US  
Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Residential?  Yes  No

Logged in as: , [Logout](#)

Done | Internet | 100%

# Order Completion Types

## Submit Order

**SUNY Downstate Medical Center** | Create Order | Order Admin | Contacts | [USER GUIDE](#)

**Shopping Cart**

Product	Quantity	Price	
SUNY Downstate LICH Business Card - 2 sided Name: Catina M. Smith	1,000	38.20	<a href="#">Delete</a> <a href="#">Edit</a>
Subtotal: *		38.20	

Your order has been sent to Catina Smith for approval

### Shipping Address & Order Information

\* Denotes Required Field

**Order Information** **WARNING**

Account Code: 311360-00  
Email Address: catina.smith@downstate.edu  
Re-Type Email Address: catina.smith@downstate.edu

One More Step!  
Review your order details on the next page, and then click "Complete Order" to complete your order submission or "Edit Order" to revise your order.

[Continue](#) [Close Message and Return](#)

**Shipping Address**

Attn: Catina Smith - Procurement  
Company Name: SUNY Downstate Medical Center  
Address 1: 445 Lenox Road \*  
Mailbox: Box 63  
City: Brooklyn \*  
State: NY  
Zip: 11203 \*  
Country: US  
Tel:   
Fax:   
Residential?  Yes  No

Logged in as: [Logout](#)

## Save Order

**SUNY Downstate Medical Center** | Create Order | Order Admin | Contacts | [USER GUIDE](#)

**Shopping Cart**

Product	Quantity	Price	
SUNY Downstate LICH Business Card - 2 sided Name: Catina M. Smith	1,000	38.20	<a href="#">Delete</a> <a href="#">Edit</a>
Subtotal: *		38.20	

Your order has been sent to Catina Smith for approval

### Shipping Address & Order Information

\* Denotes Required Field

**Order Information** **WARNING**

Account Code: 311360-00  
Email Address: catina.smith@downstate.edu  
Re-Type Email Address: catina.smith@downstate.edu

This order will be saved, but not processed. To review, edit, or submit this order, please click the menu item "Saved Orders".


[Continue](#) [Close Message and Return](#)

**Shipping Address**

Attn: Catina Smith - Procurement  
Company Name: SUNY Downstate Medical Center  
Address 1: 445 Lenox Road \*  
Mailbox: Box 63  
City: Brooklyn \*  
State: NY  
Zip: 11203 \*  
Country: US  
Tel:   
Fax:   
Residential?  Yes  No

Logged in as: [Logout](#)

# Saved Order

 [Catalog](#) | [Create Order](#) | [Order Admin](#) | [Contacts](#) | [USER GUIDE](#)

---

**Order Information - Saved Order** **Order Number: 1442657**

To modify or submit this order, click on "Saved Orders" in the menu

[PDF Confirmation](#)

Description	Quantity
✓ SUNY Downstate LICH Business Card - 2 sided <b>Name:</b> Catina M. Smith	1000

---

Order Information

Account Code	311360-00
Email Address	catina.smith@downstate.edu
Email Address 2	

---

Shipping Address

Attn:	Catina Smith - Procurement
Company Name	SUNY Downstate Medical Center
Address 1	445 Lenox Road
Mailbox	Box 63
City, State Zip	Brooklyn, NY 11203

---

Logged in as: , [Logout](#)

**Checkout:**  
[Review Order Details](#)

---

[Enter Shipping Information](#)

---

[Enter Billing Information](#)

---

[Credit Card Authorization](#)

---

[Confirmation](#)

Done Internet 100%

# Order Completion Types

## Submit Order

**SUNY Downstate Medical Center** | Create Order | Order Admin | Contacts | [USER GUIDE](#)

**Shopping Cart**

Product	Quantity	Price	
SUNY Downstate LICH Business Card - 2 sided Name: Catina M. Smith	1,000	38.20	<a href="#">Delete</a> <a href="#">Edit</a>
Subtotal: *		38.20	

Your order has been sent to Catina Smith for approval

### Shipping Address & Order Information

\* Denotes Required Field

**Order Information** **WARNING**

Account Code: 311360-00  
Email Address: catina.smith@downstate.edu  
Re-Type Email Address: catina.smith@downstate.edu

One More Step!  
Review your order details on the next page, and then click "Complete Order" to complete your order submission or "Edit Order" to revise your order.

[Continue](#)

**Shipping Address**

Saved Addresses

Attn: Catina Smith - Procurement  
Company Name: SUNY Downstate Medical Center  
Address 1: 445 Lenox Road \*  
Mailbox: Box 63  
City: Brooklyn \*  
State: NY  
Zip: 11203 \*  
Country: US  
Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Residential?  Yes  No

[Close Message and Return](#)

Logged in as: \_\_\_\_\_ [Logout](#)

## Save Order

**SUNY Downstate Medical Center** | Create Order | Order Admin | Contacts | [USER GUIDE](#)

**Shopping Cart**

Product	Quantity	Price	
SUNY Downstate LICH Business Card - 2 sided Name: Catina M. Smith	1,000	38.20	<a href="#">Delete</a> <a href="#">Edit</a>
Subtotal: *		38.20	

Your order has been sent to Catina Smith for approval

### Shipping Address & Order Information

\* Denotes Required Field

**Order Information** **WARNING**

Account Code: 311360-00  
Email Address: catina.smith@downstate.edu  
Re-Type Email Address: catina.smith@downstate.edu

This order will be saved, but not processed. To review, edit, or submit this order, please click the menu item "Saved Orders".

[Continue](#)

**Shipping Address**

Saved Addresses

Attn: Catina Smith - Procurement  
Company Name: SUNY Downstate Medical Center  
Address 1: 445 Lenox Road \*  
Mailbox: Box 63  
City: Brooklyn \*  
State: NY  
Zip: 11203 \*  
Country: US  
Tel: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Residential?  Yes  No

[Close Message and Return](#)

Logged in as: \_\_\_\_\_ [Logout](#)

# Saved Order

## Shopping Cart - Confirm Order Details

Product	Quantity	Price
SUNY Downstate LICH Business Card - 2 sided Name: Catina M. Smith	1,000	38.20

**Front**



**SUNY DOWNSTATE**  
Medical Center  
University Hospital of Brooklyn  
at Long Island College Hospital

**Catina M. Smith**  
BUYER  
CONTRACTS & PROCUREMENT MANAGEMENT

450 Clarkson Avenue, Box 63, Brooklyn, NY 11203  
Phone 718 270-3899 • Fax 718 270-4413  
Email catina.smith@downstate.edu

**Back**

[Expand Preview Window](#) | [Minimize Preview Window](#)

Subtotal: \* 38.20

**Your order has been sent to Catina Smith for approval**

### Shipping Address & Order Information

\* Denotes Required Field

Order Information	
Account Code	311360-00
Email Address	catina.smith@downstate.edu

Shipping Address	
Attn:	Catina Smith - Procurement
Company Name	SUNY Downstate Medical Center
Address 1	445 Lenox Road
Address 2	Box 63
City	Brooklyn
State	NY
Zip	11203
Country	US
Residential	No

<< Edit Order

Complete Order >>

Logged in as:

Logout


Done

Internet

90%



# Completed Order

 **SUNY DOWNSTATE**  
Medical Center

[Catalog](#) | [Create Order](#) | [Order Admin](#) | [Contacts](#) | [USER GUIDE](#)

---

**Order Information - Waiting for Approval** **Order Number: 1442651**

**This order requires approval. A notification email has been sent to Catina Smith(catina)**

[PDF Confirmation](#)

Description	Quantity
✓ SUNY Downstate LICH Business Card - 2 sided <b>Name:</b> Catina M. Smith	1000

---

Order Information

Account Code	311360-00
Email Address	catina.smith@downstate.edu
Email Address 2	

---

Shipping Address

Attn:	Catina Smith - Procurement
Company Name	SUNY Downstate Medical Center
Address 1	445 Lenox Road
Mailbox	Box 63
City, State Zip	Brooklyn, NY 11203

---

Logged in as: , [Logout](#)

---

[Confirmation](#)


**Checkout:**  
[Review Order Details](#)  
[Enter Shipping Information](#)  
[Enter Billing Information](#)  
[Credit Card Authorization](#)

Internet 100%

https://secure.duplionline.com/jDOL/servlet/orderConf?which=doPdfConfirmation&orderRecKey=1726985

# After Order Completion

- Emails
- Paperwork

**SUNY HEALTH SCIENCE CENTER AT BROOKLYN**

**PURCHASE REQUISITION**

AGENT: \_\_\_\_\_ PAGE \_\_\_\_ OF \_\_\_\_  
DO NOT FILL IN GREY AREAS  
Please Type or Print Only  
Read Instructions on Back of Last Copy  
PO#: \_\_\_\_\_  
 EXTERNAL VENDOR  
 INTERNAL RECHARGE

DATE \_\_\_\_\_ DEPT \_\_\_\_\_ HCSB BOX # \_\_\_\_\_ REQ.

SUGGESTED SUPPLIER		REQUESTION BY: NAME		TEL	BOX
ADDRESS		FINAL DELIVERY POINT (BLDG. ROOM)			
CITY STATE ZIP		PRICES WERE QUOTED BY		TEL. #	DATE

ITEM	COMPLETE DESCRIPTION & SPECIFICATIONS <small>JUSTIFICATION LETTERS</small> <small>DO NOT EXCEED 10 ITEMS PER PAGE</small>	ATTACH ANY & ALL	QUAN.	UNIT	PRICE PER UNIT	TOTAL

USE CONTINUATION FORM IF MORE SPACE IS REQUIRED

CHECK POINTS			<b>CHARGE TO</b>		TOTAL	
SAME _____	ACCOUNT CODE	OBJECT CODE	AMOUNT	AUTHORIZED SIGNATURE		
PC _____				TITLE		
Prs and _____				AUTHORIZED SIGNATURE <small>(WHEN SECOND SIGNATURE IS NEEDED)</small>		
COMMENTS				TITLE		
	VENDOR TAX ID NUMBER					

DISCT. _____	BATCH TYPE
FOB SHPG. PT. _____	
FOB DEST. _____	COMMODITY GROUP NUMBER
M _____	
S _____	CONTRACT NU
W _____	
PURCHASING AGEN _____	
DATE _____	

# Contacts

SUNY DOWNSTATE Medical Center

Catalog | Create Order | Order Admin | Contacts

[USER GUIDE](#)

### My OnLine Contacts

Name	Phone	Email
Customer Service - Tracey Wilcox	800-724-2477 x262	<a href="mailto:twilcox@duplionline.com">twilcox@duplionline.com</a>
Sales Representative - Matthew Oliver	800-724-2477 x246	<a href="mailto:moliver@duplionline.com">moliver@duplionline.com</a>
SUNY Downstate Contact - Catina Smith	718-270-3899	<a href="mailto:catina.smith@downstate.edu">catina.smith@downstate.edu</a>

Logged in as: , [Logout](#)

Done Internet 100%

**Portia John 718.270.1123**

**[portia.john@downstate.edu](mailto:portia.john@downstate.edu)**

# Product Price List

## Business Card

- **SUNY Downstate Medical Center 150 Year Business Card (1-sided)**
  - 500/LOT \$15.85
  - 1000/LOT \$31.70
- **SUNY Downstate Medical Center Business Card (1-sided)**
  - 1000/LOT \$31.70
  - 500/LOT \$15.85
- **SUNY Downstate Medical Center Business/Appointment Card (2-sided)**
  - 500/LOT \$25.85
  - 1000/LOT \$38.20
- **SUNY Downstate Medical Center Appointment Card (1-sided)**
  - 500/LOT \$13.95
  - 1000/LOT \$28.70
- **SUNY Downstate Medical Center @ LICH Business Card (1-sided)**
  - 500/LOT \$15.85
  - 1000/LOT \$31.70
- **SUNY Downstate Medical Center @ LICH Business/Appointment Card (2-sided)**
  - 500/LOT \$25.85
  - 1000/LOT \$38.20

# Product Price List

## Envelope

- **SUNY Downstate Medical Center 150 Year Envelope**
  - 500/LOT \$79.55
  - 1000/LOT \$87.72
- **SUNY Downstate Medical Center 150 Year Reply Envelope**
  - 500/LOT \$30.30
  - 1000/LOT \$37.63
- **SUNY Downstate Medical Center #10 Plain Envelope**
  - 500/LOT \$9.98
  - 1000/LOT \$19.96
- **SUNY Downstate Medical Center #10 Window Envelope**
  - 500/LOT \$11.47
  - 1000/LOT \$22.94
- **SUNY Downstate Medical Center @ LICH #10 Plain Envelope**
  - 500/LOT \$9.98
  - 1000/LOT \$19.96
- **SUNY Downstate Medical Center @ LICH #10 Window Envelope**
  - 500/LOT \$11.47
  - 1000/LOT \$22.94

# Product Price List

## Letterhead

- **SUNY Downstate Medical Center 150 Year Letterhead**
  - 500/LOT \$22.50
  - 1000/LOT \$45.00
- **SUNY Downstate Medical Center 150 Year 2<sup>nd</sup> Page Letterhead**
  - 500/LOT \$19.00
  - 1000/LOT \$38.00
- **SUNY Downstate Medical Center Plain Non-Custom Letterhead**
  - 500/LOT \$22.50
  - 1000/LOT \$45.00
- **SUNY Downstate Medical Center Custom Letterhead**
  - 500/LOT \$22.50
  - 1000/LOT \$45.00
- **SUNY Downstate Medical Center Custom 2<sup>nd</sup> Page Letterhead**
  - 500/LOT \$19.00
  - 1000/LOT \$38.00
- **SUNY Downstate Medical Center Plain Non-Custom Letterhead**
  - 500/LOT \$22.50
  - 1000/LOT \$45.00
- **SUNY Downstate Medical Center @ LICH Custom Letterhead**
  - 500/LOT \$22.50
  - 1000/LOT \$45.00
- **SUNY Downstate Medical Center @ LICH Custom 2<sup>nd</sup> Page Letterhead**
  - 500/LOT \$19.00
  - 1000/LOT \$38.00

# Product Price List

## Notepad

- **SUNY Downstate Medical Center Blank Notepad**
  - 10 Pads/LOT      \$120.70
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