BUSINESS CARD ORDER FORM

12/17

Name__________________________________________________________
Department ____________________________________________________
Phone ____________________ FAX _____________  PO Box__________

BILLING INFORMATION:
☐ CASH   ☐ SPEED CHART # ________________________________
☐ FOUNDATION ACCT #______________________________________

APPROVED BY___________________________________________

JOB NUMBER ____________________________
Date In_________________________  Date Due____________________
Received By _______________  Compl By________________________
☐ Pick Up  ☐ Call when Ready (Called on:_______ at:_______)
☐ Deliver to:__________________________
                              Building ______________________________  Room _________

SAMPLE FOR SET-UP

JOHN Q. PUBLIC

Professor

SCHOOL OF ACROBATICS
STATESBORO CAMPUS
PO BOX 8888
STATESBORO, GEORGIA 30460-8888
PHONE: 912- 478-5555
EMAIL: jqpublic@georgiasouthern.edu

This is the standard set-up for business cards, but you are not restricted to ONLY this information. Other phone numbers, office location, and website info are examples of additional lines that can be added to your card.

The minimum order for full-color, raised printing business cards is 500 and the normal turn-around on an order is 15 working days.

RAISED PRINTING
500 Standard 2-color business cards  $49.95

FLAT PRINTING (In-House)
100  Standard Black Ink  $12.00
250  Standard Black Ink  $15.00
50  Standard 2-Color  $18.00
100  Standard 2-Color  $22.00

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>RAISED PRINTING-FULL COLOR</th>
<th>FLAT PRINTING - BLACK INK</th>
<th>FLAT PRINTING - FULL COLOR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MINIMUM ORDER 500</td>
<td>NO MINIMUM ORDER</td>
<td>NO MINIMUM ORDER</td>
</tr>
<tr>
<td>Dept. 21</td>
<td>___________________________</td>
<td>_________________________</td>
<td>_________________________</td>
</tr>
<tr>
<td>Dept. 32</td>
<td>___________________________</td>
<td>_________________________</td>
<td>_________________________</td>
</tr>
<tr>
<td>Dept 34</td>
<td>___________________________</td>
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<td>_________________________</td>
</tr>
</tbody>
</table>

____________________@ $__________

TOTAL         $________

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