**Business Card Order Form**

**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** ____________

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**Sample for Set-Up**

**Name:** JOHN Q. PUBLIC  
**Title:** Professor  
**Department /School/College:** 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.*

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**Raised Printing**

500 Standard 2-color business cards $49.95

If you need fewer than 500 (50-100, etc.), we can produce black and white or color business cards in-house (that are not raised printing) with a one or two-day turn-around.

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**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

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<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>Dept. 21</td>
<td>__________________________</td>
<td>________________________</td>
<td>________________________</td>
</tr>
<tr>
<td>Dept. 32</td>
<td>__________________________</td>
<td>________________________</td>
<td>________________________</td>
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<tr>
<td>Dept 34</td>
<td>__________________________</td>
<td>________________________</td>
<td>________________________</td>
</tr>
</tbody>
</table>

**Minimum Order:** 500  
**No Minimum Order:**

**@ $** __________________

**Total** $ ____________

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**Printing & Postal Services**

Georgia Southern University  
PO Box 8116 • 478-5697 • FAX 478-0795  
printshop@georgiasouthern.edu