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 _____________

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 2 weeks.

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.

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

@ $__________
TOTAL $__________

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

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