BUSINESS CARD ORDER FORM

Name: ____________________________________________

Department: ____________________________________________

Date In: ___________  Date Due: ___________

Phone: ___________  FAX: ___________  PO Box: ___________

BILLING INFORMATION:

☐ CASH  ☐ SPEED CHART # ________________________________

☐ FOUNDATION ACCT # ________________________________

APPROVED BY: _____________________________________________

☐ Pick Up  ☐ Call when Ready (Called on: __________ at: __________)

☐ Deliver to: _____________________________________________

Building: _____________________  Room: ____________

JOB NUMBER ________________

Sample for set-up:

JOHN Q. PUBLIC

Professor

SCHOOL OF ACROBATICS

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.

RAISED PRINTING

500 Standard 2-color business cards $49.95
500 Double-sided 2-color business cards $80.00

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

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.

<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>
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<tr>
<td>Dept. 32</td>
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<td>Dept 34</td>
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TOTAL $ __________