

Business Card Order Form

Type (or print legibly) the information exactly the way it is to appear on your business card. Please use upper and lower case letters. Mandatory lines may not be eliminated or altered. Choose thermograph (raised letter) print or flat print, type of paper, and quantity. Please, include cost center number or personal billing information. Fax completed form to **PAGES** at 393-2742, or send through campus mail to **PAGES** in the Central Services Building.



1. Name and degree abbreviation (if desired after name)
2. Title (if desired)
3. **Mandatory Line** (check one)
4. Office (if desired)
5. **Mandatory Line** (check one)
6. a. Telephone No.
6. b. Fax No. (if desired)
7. E-mail address (if desired)

1 _____

2 _____

3 Clarion University of Pennsylvania Clarion University–Venango Campus (**Mandatory line**)

4 _____

5 **Check One** Clarion, PA 16214-1232 Oil City, PA 16301-3297 Pittsburgh, PA 15224 (**Mandatory line**)

6 a. _____ b. _____

7 _____

All business cards are printed in two-color—blue & gold—format

**Smooth Vellum
Paper**

500 \$ 88.50
 1,000 \$ 95

**Linen Finished
Paper**

500 \$ 95
 1,000 \$ 98

**Laid Finished
Paper**

500 \$ 95
 1,000 \$ 98

To be paid:

by chair-approved departmental interaccount no.

Account Number

by personal check or cash on delivery.

Bill to: _____

Signature _____ Date _____
