

Business Card Order Form

★	Initials
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Today's Date & Time: _____	Due Date & Time (ASAP not accepted): _____
Requested By: _____	Telephone Number: _____
Department / School: _____	Fax Number: _____
Account # (must have to start order): _____	
Return Project: <input type="checkbox"/> School Mail _____ <input type="checkbox"/> Pick up _____ <input type="checkbox"/> Courier _____	

NOTE: In November 2011, DPS introduced a new official business card, letterhead and envelope design. This new format features the current version of the district logo. The objective is to brand DPS and present a consistent image to our stockholders. All custom designs must be cleared by the department / school head and the DPS marketing department.


Quantity: ☐ 250 ☐ 500 ☐ 1000


Please check the style of card you wish to have printed:

☐ **Card 1:** Black & White

☐ **Card 2:** Black type with a light blue DPS logo

☐ **Card 3:** Custom Design
(FOR SCHOOLS ONLY)
Please provide a sample and email any logos or art you would like to use.

 DENVER PUBLIC SCHOOLS <small>Discover a World of Opportunity™</small>	Name Title School / Department Address City, State Zip Phone: (720) 423-0000 Cell: (720) 423-0000 Fax: (720) 423-0000 first_last@dpsk12.org www.dpsk12.org
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 DENVER PUBLIC SCHOOLS <small>Discover a World of Opportunity™</small>	Name Title School / Department Address City, State Zip Phone: (720) 423-0000 Cell: (720) 423-0000 Fax: (720) 423-0000 first_last@dpsk12.org www.dpsk12.org
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Please fill in all of the fields that are applicable:

School / Department: _____

Name: _____

Title: _____

Telephone Number: _____

Fax Number: _____

Cell (optional): _____

Pager (optional): _____

Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Misc: _____

Please specify where you would like the misc. text placed: _____

SPECIAL INSTRUCTIONS

FOR RICOH USE ONLY

PRODUCTION	RUN	SIDES	STOCK	SIZE	FINISH	F QTY	SHEETS

FINISHING	TYPE	EXTRAS	QTY	SET-UP	INITIALS

NOTES

MACHINE USED

START

END

MACHINE USED

START

END

MACHINE USED

START

END

KEY-OPERATOR

PROOFER OF THE FIRST COPY / SET

OF CLICKS WASTED:

DESIGN

FILE PATH(S):

O:/Orders/

DESIGN / FILE MANIPULATION FEE(S):

DESCRIPTION	\$ CHARGE	QTY

DESIGNER INITIALS