

Rowan University Business Card Order Form

Use this form to order University business cards, effective October 1, 2000

University business cards will print in brown ink on cream stock. In addition to the University logo, the cards provide space for a name, title, department, e-mail address, telephone and fax number.

All business cards will be sent by Purchasing to be typeset and printed by a vendor on contract with the University. Purchasing will send you a proof sheet for your

approval. Work will not continue until you return the proof to Purchasing. Please allow approximately two weeks for delivery of business cards.

The prices for cards are in effect for orders placed and received from October 1, 2001 to September 30, 2002. If you make changes on the proof you will be charged extra and delivery may be delayed.

In the space below, please fill out your information as you would like it to appear on your business card. Please be sure your information follows the sample business card at the right.

(Please print)

Name: _____

Title: _____

Department/College: _____

Phone #: _____

Fax #: _____


E-mail address: _____

Please check the quantity of business cards you would like printed.

(The cost is in parentheses)

- 250 (\$26.00)
- 500 (\$32.00)
- 750 (\$38.00)
- 1000 (\$44.00)

Sample Rowan University business card

	<p><i>Your Name</i> <i>Your Title</i> <i>Department Name</i></p> <p>201 Mullica Hill Road Glassboro, New Jersey 08028-1701 (856) 256-???? • Fax: (856) 256-???? yourname@rowan.edu</p>
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The following information must be provided to process your request:

Name: _____

Title: _____

Department/School: _____

Phone #: _____

Date: _____

Requisition #: _____

Signature: _____

Please return this form to Purchasing Office, Bole Hall.