

Arkansas State University - Business Card Order Form

[All A-State business cards must adhere to the design, graphic standards & specifications set by Publications & Creative Services. Any deviation from the graphic standards must have approval from that office. (870) 972-3820]

OPTION/TEMPLATE 1*



STATE
ARKANSAS STATE UNIVERSITY
Faculty-Staff Name
 Employee Title, Office or Department if Applicable
COLLEGE OR DIVISION NAME
 P.O. Box 0000, State University, AR 72467 | o: 870-972-0000 | f: 870-972-0000
 c: 870-761-0000 | e: xxxxxxx@astate.edu | AState.edu

OPTION/TEMPLATE 2*



STATE
ARKANSAS STATE UNIVERSITY
Faculty-Staff Name
 Employee Title
 Office or Department if Applicable
COLLEGE OR DIVISION NAME
 P.O. Box 0000, State University, AR 72467
 o: 870-972-0000 | f: 870-972-0000
 c: 870-761-0000 | e: xxxxxxx@astate.edu
 AState.edu

* Here are two business card options for A-State faculty and staff. Please circle the template you would like for your card. Cell/mobile phone numbers are optional; personal website/email addresses are prohibited. Should a faculty or staff member have an abundance of information, option two will be required; option one will not be available.

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*This form can be filled out on screen, printed & faxed to ASU Printing Services at #3328.
 Fill in the blanks with the text exactly how you wish it to appear on the card.
 Place cursor on first line, click and type in data, tab to next entry etc.*

College: _____ Department _____

Name: _____
 (Name as it will print on card. You can include degrees and professional designations as needed (ie, PhD, RN etc))

Title: _____

Campus Mailing Address: P.O. Box _____ Email Address _____@astate.edu

Campus Phone #: (870) _____ - _____ Fax #: (870) _____ - _____

Cell #: (870) _____ - _____ Special needs or instructions: _____

Quantity Ordering:

- 250 - \$62 500 - \$70 1000 - \$80 2500 - \$110

1. Fill in the blanks in the form above. Check spelling and accuracy!
2. Print this completed form and fax or mail to ASU Printing Services (Fax #3328).
3. We will send a proof to you prior to printing. When you receive the proof please double check everything for accuracy. Be sure to clearly note any errors and the corrections needed.
4. Fax or mail the proof and approval cover sheet back to ASU Printing Services as soon as possible.
5. Initiate a Requisition for this order (you can order business cards for more than one person on a Requisition).

Please include a delivery location and contact information in the Document Text area.

Requisition #R _____

P.O. # _____

Ordered by: _____

Phone: _____ Fax Proof to: _____