



Graphic Services  
Galberry Hall  
800 Lancaster Avenue Villanova, PA 19085  
610-519-7461 **PHONE**  
610-519-4472 **FAX**  
graphicservices@villanova.edu

Graphics Use Only	
Invoice #:	_____
Proof sent:	_____
Approval Rec'd:	_____

# A&S BUSINESS CARD ORDER FORM

Thank you for choosing Graphic Services to order your A&S business cards. Fill in your personal information below. All orders are subject to verification of student status.

**Proofs** are required. Proofs will be emailed to the address on the business card and must be faxed back before the job is printed. An email response is acceptable but please indicate approval of proof or if there are any revisions. It is the customers' responsibility to make sure all information is correct and that proofs are sent back in a timely fashion.

**Standard production time** is five working days after proof approval.

An email will be sent to your Villanova email address on the card when the cards are completed. You may pick up your cards at Bartley Print Center, Mon-Fri, 9am to 5pm.

The standard template cannot be altered or modified. Please type your personal information clearly and carefully. Thank you for your order!

Please bring this form and a valid current student ID to: **The Bartley Print Center**  
We accept checks payable to: **Villanova University**, cash or cash on Wildcard (payment due at pick up)

**Please fill out your information below:** (you can type directly into this form, fields in **BOLD** are required)

**First Name:** \_\_\_\_\_ **MI:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

**A&S Graduation Year (eg. 2012, 2013, 2014):** \_\_\_\_\_ **Major/Other:** \_\_\_\_\_

**Address Line 1:** \_\_\_\_\_

Address Line 2: \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

Primary Telephone: \_\_\_\_\_

Choose one:

Secondary Telephone: \_\_\_\_\_ OR  FAX#: \_\_\_\_\_

**Your Villanova email Address:** \_\_\_\_\_

Secondary email Address (if desired): \_\_\_\_\_

**Price includes 1 proof**  
**Each additional proof - \$5.00 each**

Tax is included in total cost

**Quantity** \_\_\_\_\_

- 50 = **\$25.00**
- 100 = **\$30.00**
- 150 = **\$35.00**
- 200 = **\$40.00**
- 250 = **\$45.00**

*sample of approved layout*



**VILLANOVA**  
UNIVERSITY

**John Doe**  
Class of 20XX

XXX.XXX.XXXX | john.doe@villanova.edu

**PLEASE PRINT A COPY FOR YOUR RECORDS**