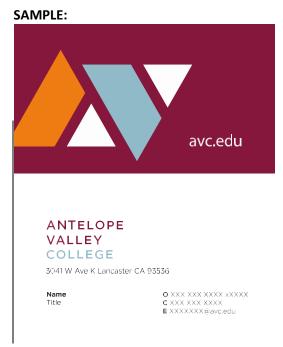
## **BUSINESS CARD ORDER FORM**

Please attach this form to your Requisition when placing new business card orders, reorder of business cards with changes, or when you do not have a business card to attach to your Requisition.



ANTELOPE VALLEY COLLEGE

#### **PRICING:**

250 cards \$47.45 500 cards \$56.54 1,000 cards \$79.42

Setup (Pre-Press) Fee\* \$5.00

\*To be included as a separate line on Requisitions for <u>New Orders</u> or <u>Reorders</u> <u>with Changes</u>. This is a non-taxable item.

# VENDOR:

Minuteman Press (900310411)

#### **DESCRIPTIONS:**

Please include one of the following in the commodity description of your Requisition:

- New Business Card Order (\$5.00 Setup Fee applicable) -
- Reorder of Business Card with Changes (\$5.00 Setup Fee applicable)
- Reorder of Business Card (Reorders with new card format will be charged \$5.00 Setup Fee)

### CARD INFORMATION:

Type the information EXACTLY as you want it to appear on your business card.

(If different than 3041 W. Avenue K, Lancaster)		
_ Cell (Optional):		

### PROOF APPROVAL:

You will receive a "proof" of your business card via email from the vendor for verification of information and approval. Business cards will not be printed until the vendor receives approval of the "proof" from you.