

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.

SAMPLE:



ANTELOPE
VALLEY
COLLEGE

3041 W Ave K Lancaster CA 93536

Name
Title

O XXX XXX XXXX XXXXX
C XXX XXX XXXX
E XXXXXXX@avc.edu

PRICING:

250 cards \$35.00
500 cards \$40.00
1,000 cards \$45.00

Setup (Pre-Press) Fee* \$5.00

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

VENDOR:

Four Star Printing

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.

Name: _____ Title: _____

Address: _____
(If different than 3041 W. Avenue K, Lancaster)

Phone: _____ Ext. _____ Cell (Optional): _____

Fax: _____ Email: _____

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.