### Business Cards

#### How to order business cards

**NEW - Dec 2017:**

1. **Order online** (see below)

2. **Complete handwritten order** ($8.00 charge)
   - a. Print this page
   - b. Fill out and review this form
   - c. Sign (account authorized signature)
   - d. Return to Printing Services

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### Pricing

<table>
<thead>
<tr>
<th># of Cards</th>
<th>Original Order</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>$10.00</td>
</tr>
<tr>
<td>200</td>
<td>$17.00</td>
</tr>
<tr>
<td>300</td>
<td>$24.00</td>
</tr>
<tr>
<td>400</td>
<td>$31.00</td>
</tr>
<tr>
<td>500</td>
<td>$39.00</td>
</tr>
</tbody>
</table>

(Pricing includes 2 small boxes)

Cards will be printed EXACTLY as requested. Business card orders are processed and printed on campus in full color on 130# cover stock.

We will add an **$8.00 charge** to the pricing for new business cards ordered on handwritten forms. A PDF proof will be sent via email for approval, please look the proof over carefully to make sure everything - spelling, phone, fax number, email address and websites - are correct. The order will not be processed until the proof is approved.

To avoid paying the **$8.00 charge**, business cards can now be ordered electronically through our Web Ordering System. Simply log into your online account, and select "Business Cards" from the "New Order" drop-down and fill in your information.

If you are not registered to use our Web Ordering System, go to the University Printing Services Web Page, on the right hand column in the “Print Shop Pro WebDesk” box, and select “Register for an Account”. We will approve your registration and send instructions for Customer Order Entry.

Contact us at University Printing Services with questions: 715-836-5621

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### Business card order form

**Quantity:**

**Account Number:**

**Account Name:**

**Account Authorized Signature:**

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**Name:**

**Title:**

**Department (optional):**

**Room and Building:**

**Phone:**

**Fax:**

**E-mail:**

**Web (optional):**

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**Back Circle one:**

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