

Business Card Ordering Form

Department Card



Title

Address

Address

Line 1

Phone

Line 2

Phone

Line 3

Phone

Website

Email

Twitter

Individual Name Card



Name

Title

School

Address

Address

Direct

Office

Fax

Email

Website

Ordering Directions:

1. Fill out the information on the type of card you want.
2. Send the completed form to Amy Miller or Lisa Kirkemo in Community Relations.
3. Once the artwork for the card is complete, it will be sent back to you.
4. **You will be responsible for:**
 - Ordering the cards from Fine Arts Litho: you can go to their website www.fineartslitho.com or just email the files to jeff@fineartslitho.com (they are set up in Skyward as a vendor)
 - Submitting a Request for Purchase form with budget information
 - A box of 250 business cards costs around \$25

When ordering - Be sure to specify non-glossy stock for cards to be printed on.