

# BUSINESS CARD ORDER FORM

This form may be used to order cards for more than one person.

Dept./Div. No.	Department/Division	<input type="checkbox"/> County	<input type="checkbox"/> City
Person Ordering		Phone	
No. of Cards	Minimum Cards Printed – 250	<input type="checkbox"/> One-sided	
	<input type="checkbox"/> 250 <input type="checkbox"/> 500 <input type="checkbox"/> 1000 <input type="checkbox"/> 1500	<input type="checkbox"/> Two-sided	
Paper (110-lb. card stock – 3½" x 2")			
<input type="checkbox"/> White <input type="checkbox"/> Other _____			
Ink Color:			
<input type="checkbox"/> Black <input type="checkbox"/> Color   Specify _____			
ATTACH SAMPLE HERE:			
Signature			

Date Ordered	Date Requested
--------------	----------------

Please type all information in the arrangement it should appear on the card – be specific, give detailed instructions and/or comments:

OFFICE USE ONLY	
B-	
DESCRIPTION	CODE
250 Cards	157
500 Cards	158
1000 Cards	159
1500 Cards	160
2000 Cards	161
5000 Cards	162
Composing	32
Proof Sent:	
<hr/> <hr/>	
Operator's Initials	
<hr/>	
Date Completed	
<hr/>	