

Dept. Requisition or PO # _____

KSPS Job # _____

Business Card Order



CONTACT/BILLING INFORMATION

Name of college, dept, or unit _____

Person to look at proof _____

Telephone _____ FAX _____

Email _____

Deliver to _____ Pick Up _____

Approval Signature _____

K-State Printing Services




Production Plant
 5980 Corporate Drive
 Phone: 532-6308 Fax: 532-7637
 Campus Office
 108 K-State Union
 Phone: 532-1526 Fax: 532-7303
 www.ksu.edu/printservices

Due Date _____

Standard size business card: 3 1/2" x 2"

Provide a copy of your old business card (with any changes marked if needed), or type the new copy in provided space or on an additional page.

Foldover Format

Check appropriate logo choice	List last name(s) on cards	Quantity (Check One)			Departmental Special 5 people must all be same logo and same qty		
		250	500	1000	125	250	500
<input type="checkbox"/> Signature only 	_____ _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Signature w/ Anderson Hall 	_____ _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Signature w/ Powercat 	_____ _____ _____ _____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Other	_____ _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sorry, Departmental Specials not available for other logo or special order business cards.		