

CONTACT/BILLING INFORMATION

Purchase order or departmental requisition # _____ Today's date _____ Due date _____

Contact person _____ Telephone _____ Fax _____

Email _____ Previous job number or approximate date _____

Bill to (department and address) _____

Pick-up (24 Umberger Hall) Delivery or shipping address _____

Special instructions _____

Signature (please print also) _____

Standard business card is 2 inches by 3½ inches, printed on 80# smooth cover. Some alterations to the front of the card are allowed but must be approved by the Department of Communications and Marketing. The back side of the card may contain additional information. Please use the Special instructions above for this information or contact University Printing with any questions.

Last name on card	One sided	Two sided	Quantity				Special order quantity
			125	250	500	1,000	
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> _____

KANSAS STATE UNIVERSITY

College
Department or Office

Name
Title 1
Title 2

Room hall or building name
Street address
City, State ZIP+4
Website

Phone number • Cell number
Fax number
Email address 1
Email address 2

back of card if applicable

College _____

Department/Office _____

Department/Office _____

Name _____

Title 1 _____

Title 2 _____

Room hall/building _____

Street address _____

City, State ZIP+4 _____

Website _____

Phone _____

Cell _____

Fax _____

Email 1 _____

Email 2 _____

Questions regarding official University Guidelines can be obtained by viewing the Brand Guide at the Division of Communications and Marketing's website.
www.k-state.edu/vpcm/branding