



# Business Card Order

**KANSAS STATE**  
**UNIVERSITY**

### CONTACT/BILLING INFORMATION

Name of college, dept, or unit \_\_\_\_\_

Person to look at proof \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_

Deliver to \_\_\_\_\_ Pick Up \_\_\_\_\_

Approval Signature \_\_\_\_\_

**Main Office**  
26 Umberger  
Phone: 532-6308 Fax: 532-7637  
**Union Office**  
108 K-State Student Union  
Phone: 532-1526 Fax: 532-7303  
[www.k-state.edu/printservices](http://www.k-state.edu/printservices)

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

**Due Date** \_\_\_\_\_

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

**Previous Job #** \_\_\_\_\_

List last name on card	1 sided	2 sided	Quantity (Check one)			or	Departmental Special (5 people at the same time)		
			250	500	1000		125	250	500
_____	<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"/>	<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"/>

College \_\_\_\_\_

Department/Office \_\_\_\_\_

Department/Office \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

Address Information \_\_\_\_\_

Address info - if needed \_\_\_\_\_

Address info - if needed \_\_\_\_\_

City, State Zip + 4 \_\_\_\_\_

Website \_\_\_\_\_

Phone \_\_\_\_\_

Cell \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

E-mail \_\_\_\_\_



College and/or Dept. \_\_\_\_\_

**Willie the Wildcat**  
*mascot*

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Manhattan, KS 66506-0000 fax: (785) 532-0000  
k-state.edu willie@k-state.edu