



### Business Card and Stationery

Business cards and stationery must adhere to College design standards: No changes or substitutes to the logo or the layout will be accepted. We will work to complete your order in a timely manner, however, please be aware that production of business cards and stationery may take three to four weeks. You will be notified when a proof is ready for your approval before printing and it will be your responsibility to make sure all information is correct.

**Please complete this form and submit to:**

Printworks  
Rm: 0200  
Boylan Hall

Date:

Business card (quantity 500) ☐

Stationery (quantity 1000) ☐

Name:

Room:

Phone:

Department:

Bldg.:

Please print clearly **the EXACT information** you wish your card or stationery to read:

Name:

Title:

Department:

Phone/ext.:

Fax.:

E-Mail address:

Depart. Chair/Director Authorized Signature: \_\_\_\_\_