

Standard UMass Business Card Order Form

Business cards are available in quantities of 100, 250, 500 or 1000. Samples of the most popular layouts are shown below. Please specify your preferred layout. The seal and "University of Massachusetts Amherst" logo type must be printed in maroon. You may specify black or maroon for the remainder of the card at no additional charge. Cards are available in white or cream cover stock. Standard typesetting is included in the price. Please do not use this form for nonstandard business card orders.

Name _____

Title _____

Department _____

Room Number and Building _____

Street Address _____

City _____ State _____ Zip +4 _____

Telephone _____ Fax Number _____ Cell Phone _____

Email _____ Web _____

Quantity _____ Stock Color: White Cream Layout: A B D E

All maroon ink Maroon & black ink Please note that style "E" will print all black with the exception of the UMass logo

Please indicate where black ink is desired: _____

Upon receipt of this order, Print Services will send a confirming order to the customer listed below. The confirming order will include a job number, which must be referred to in all correspondence. If you do not receive a confirmation within 2 business days, please contact us.

Name of Contact _____ Tel. No. _____

Address _____ Fax Number _____

PROOFREADING:

A proof copy will be provided to you in 3 to 4 days. Please indicate how you would like to receive your proof copy.

- Keep proof at Print Services, please call _____ to notify me that the proof is ready.
- Fax proof to _____ at _____.
- Send soft proof (PDF) via email to _____.
- Send proof via campus mail to _____.

BILLING INFORMATION:

- Cash or Check VISA
- ProCard Mastercard Card No. _____ Expiration Date _____
- Recharge Name of Department _____
- Name of Authorized Person _____ Tel. No. _____
- Speed Type _____ Fund Code _____

DELIVERY INFORMATION:

- Customer Pick Up Deliver to Address Below

Name _____

Building _____ Room No. _____