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.

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University of Massachusetts Amherst



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Layout: CIRCLE ABOVE SAMPLE CARD

NEW CARD RECALL (NO CHAN	NGES) LI RECALL AND	UPDATE SAME STYLE (NOTE: ONLY CHANGES)
Name		
Tt.1		
Department		
Room Number and Building		
Campus Address		
Street		Room
Zip +4Telephone	Fax Number	Cell Phone
Email	Web	
Quantity Stock Color:	White Cream	
☐ All maroon ink ☐ Maroon & black ink NO	TE: (Please note that style "C" and "	'E" will print all black with the exception of the UMass logo)
Please indicate where black ink is desired:		
Name of Contact		Tel. No
Address		Fax Number
PROOFREADING:		
A proof copy will be provided to you in 3 to 4 days. PLEA	ASE INDICATE YOUR EMAIL FOR PROC	OFING (Please Print):
☐ Send soft proof (PDF) via email to :		
BILLING INFORMATION:		
☐ Cash or Check ☐ VISA ☐ Recharge	☐ Speed Type	
	·	
Name of Department	Email	
Name of Authorized Person		Tel. No
DELIVERY INFORMATION: Customer Pick Up	Deliver to Address Below	V
Name	Phone	
Building		Room No.