Business Card Order Form

9–08

THE UNIVERSITY OF GEORGIA PRINTING DEPARTMENT

Normal turnaround time for a business card is 5–7 working days. Jobs desired in 5 or less working days constitute a rush order and additional cost. In the event all the information requested cannot be placed on the front side of the card in compliance with UGA regulations, additional copy may be printed on the reverse side – **in black only** – at an additional cost of $20.00.

If you are requesting a rush job, be sure to confirm your order by phone!

Pricing:
- 500 standard cards printed in red and black thermography
- (raised type), includes setup **$55.00**
- 500 cards in black thermography only **$45.00**
- Printing on both sides ..... **add $20.00**
- **Rush jobs** (call to confirm) ..... **add $25.00**
- *Quotes on printing of cards without thermography, or in units greater than 500 are available upon request.*

The University of Georgia

School or College
Department
Name
Title
210 River Road • Athens, GA 30602-6007
Telephone (706) 542-3861 • Fax (706) 542-7200
email@uga.edu

❶ Contact info (required)

Contact Name:	Dept:	Date:
Phone:	Fax:	Email:
Account #:	***purchase order form not required if account number given for order**	

❷ Job specs (required)

Quantity: 0	☐ Print both sides (additional cost)
Ink Color: ☐ Red and Black Ink ☐ Black Ink Only	Turnaround Time: ☐ Rush job (additional cost – call) ☐ Normal Turnaround

Some information on the business card template is optional. Leave fields open if they do not apply.

❸ Delivery address: (required)

☐ On-campus (building & room) ☐ Off-campus (entire address)

Attention:

❹ Order information:

ORDER

School or College:	
Department:	
Name:	
Title:	
Address	
Zip code + 4-digit extension:	
Telephone #:	Fax #:
E-mail:	Web:

Other, alternative info, special instructions:

Information for back of card (optional – additional cost):

❺ Billing information: (required)

☐ Same as delivery address above
☐ Send invoice to:

210 River Road • Athens, Georgia 30602-6007 • Telephone 706.542.3861 • Fax 706.542.7200

Completed forms may be printed and Faxed or mailed to the address above. To send this form electronically it must be saved and manually attached to an Email and sent to **printing@uga.edu**. In the subject line of your Email, put "card order for Jones" or "letterhead order for Smith."