

Business Card Order Form (Click Here to see some sample cards)

New Instructions: You must fill out this form and submit it online. Handwritten forms will not be accepted. Use a separate form for each order. After completing this form on screen, use the Load the Form button, then click the Review button. You may return to page 1, update the information, Load the Form again, and Review as needed. When your information is correct you may print the PDF, then click Submit.

Delivery: Your order will be delivered to your department by Campus Mail or Warehouse/Receiving. Direct-to-department delivery is available for a \$10 additional charge. A rush order, which includes direct-to-department

delivery, is an additional \$45. the vendor will send all invoices to Accounts Payable.

Deadline: Orders are run in batches, with a Tuesday noon cutoff for delivery the following Tuesday. Orders arriving after the deadline will go into the following week's order. Two-sided foreign language cards may require additional time to complete. Prices are good through June 30, 2009.

Accuracy counts: Cards will be printed directly from the text you submit. If you make a typographical error, your department will be charged for the order. No proofs will be provided.

ACCOUNTING DATA (all fields required)

Your name: _____ Your extension: _____

PSU Index Code: _____ Your email address: _____

Email address of person with Department Budget Approval (just one please): _____

Each order requires email confirmation from the budget authority or it will not be processed. Unapproved orders will be deleted after 30 days.

BUSINESS CARD PRICES (see Delivery section for optional charges)

Printed on Front only:	Quantity	Price	Quantity	Price	Quantity	Price
	250	\$50	500	\$63	1,000	\$98
Printed on Front and Back*:	Quantity	Price	Quantity	Price	Quantity	Price
	250	\$94	500	\$114	1,000	\$160

*Foreign language cards only. Second side is text only. Email a print-ready PDF (with crop marks for position) to psuorders@bbprintsources.com.

ORDERING INFORMATION

Quantity ordered: 250 500 1,000 Printed one side Printed BOTH sides (see above)

Delivery: Delivered to your department by Campus Mail or Warehouse/Receiving (included)
 \$10—Direct to Department delivery.
 \$45—Rush order, which is two working days and includes Direct to Department delivery

Business Card Data Entry

Refer to the example at the right. Spaces count as one character.

Section 1: Name and Title (3 lines max, approx. 55 characters each line)

Name _____

Title Line 1 _____

Check this box if you need to add a second title line to your card.

Title Line 2 _____

Section 2: Electronic contacts (up to 6 lines max, approx. 26 characters each line)

Select the label FIRST (for this form to function), but it will print at the end of the line.

Section 3: Mailing & street address (7 lines max, approx. 35 characters each line)

You may only have 7 lines maximum in this section. Please fill in only those lines that you wish to include. You may choose to add your department's school or college name and omit your street address. Longer department names may require two lines. Recommended fields are marked with an asterisk (*).

College or School name _____

College or School name cont. _____

*Department Office name: _____

Department Office (cont.) _____

Mail code (optional) _____

*Post Office Box: (number only, do not include mail code) _____

*City, State, Zip _____

Room # and building _____

Street address _____

City, State, Zip _____


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