

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.



Layout: CIRCLE ABOVE SAMPLE CARD

NEW CARD RECALL (NO CHANGES) RECALL AND UPDATE SAME STYLE (NOTE: ONLY CHANGES)

Name _____

Title _____

Department _____

Room Number and Building _____

Campus Address _____

Street _____ Room _____

Zip +4 _____ Telephone _____ Fax Number _____ Cell Phone _____

Email _____ Web _____

Quantity _____ Stock Color: White Cream

All maroon ink Maroon & black ink **NOTE:** (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. **PLEASE INDICATE YOUR EMAIL FOR PROOFING (Please Print):**

Send soft proof (PDF) via email to : _____

BILLING INFORMATION:

Cash or Check VISA Recharge Speed Type _____

ProCard Mastercard Card No. _____ Expiration Date _____ CVV _____

Name of Department _____ Email _____

Name of Authorized Person _____ Tel. No. _____

DELIVERY INFORMATION: Customer Pick Up Deliver to Address Below

Name _____ Phone _____

Building _____ Room No. _____