Business Card Order Form

Consistency and uniformity are two of the main principles behind a successful corporate identity. For the sake of this ideology, your campus print shop has adopted and new layout for university stationary (cards, letterhead and envelopes).

The example below shows the standard layout with space for Name, Title, Division/Department and Campus Address. We urge everyone to try and stay within these parameters.

**FIRST...**
Print your information clearly in the space provided and submit with your purchase order. (University policy states that a purchase order must accompany any and all jobs in order to be printed.) Without this information, the print shop has no way of determining what's to be typeset and the purchase order ensures that the proper department is billed. If you are requesting an exact reprint, attach a copy of your present card to this form.

**NEXT...** *(Please Print Clearly)*

Office: (850) 599-0000
Fax: (850) 561-0000
E-mail: yourusername@famu.edu

Office Phone Number(s)
Office Fax Number
Office Email Address

**YOUR NAME GOES HERE**
**YOUR TITLE GOES HERE**
Your Division or Department Goes Here

FLORIDA A&M UNIVERSITY
Your Campus Address Goes Here • Tallahassee, Florida 32307-0000

Your Name
Your Title
Division or Department

Your Campus Address

**THEN...**
The purchasing department will forward your request to the Division of Graphic Communication's print shop to be typeset. (It usually takes about one and a half to two weeks for the P.O. to reach this area). If this is a new card or a reprint with changes, you will receive a proof via fax. Your signature is required before any job is to be printed. Sign your name in the space provided and fax it back to 561-2648. **Please specify if your request is an exact reprint.** If so, no proof will be sent and your job will be processed and sent directly to the pressroom.