



ILLINOIS WESLEYAN
UNIVERSITY

MATTHEW O. KURZ
VICE PRESIDENT FOR COMMUNICATIONS
100 Shaw — mkurz@iwu.edu — www.iwu.edu
(309) 556-3203 — cell (309) 530-1029

1312 PARK STREET — PO Box 2900 — BLOOMINGTON, IL 61702-2900

Example

BUSINESS CARD ORDER FORM

Business Cards are printed in IWU green and gold ink on white 100% recycled cover stock
To keep University costs to a minimum Business Cards are printed throughout the year when enough requests have come through. Turnaround time varies.

Department: _____ Date submitted: _____
MUST CORRESPOND TO BUDGET CODE BELOW

Budget Code: _____
INDEX FUND ORG. ACCOUNT PROGRAM

Requested by: _____

Quantity _____ Business cards can be ordered in quantities of:
(in sets of 500 or 1,000) 500-\$15.00 1,000-\$18.00

Please print information on the form below EXACTLY as you wish it to be printed (i.e., capitals and lower case, accent marks etc.)

Items below already filled in will remain consistent on all IWU Business Cards.

NAME: _____ TITLE: _____

OFFICE LOCATION (OPTIONAL) _____ E-MAIL: _____

IWU WEB ADDRESS: **WWW.IWU.EDU** PHONE/FAX NUMBERS: **(309) 556 - _ _ _ _** fax: **(309) 556 - _ _ _ _**

OR IF APPLICABLE, 800 AND/OR CELL **(309) 800 - _ _ _ - _ _ _ _** CELL (_ _ _) - _ _ _ - _ _ _ _

STREET ADDRESS : **1312 PARK ST.** OR YOUR BUILDING ADDRESS _____

2ND ADDRESS: **P.O. Box 2900—Bloomington, IL 61702-2900**