BUSINESS CARD ORDER FORM

Business Cards are printed in IWU green and gold ink plus black on white 100% recycled cover stock.

IWU Business Cards are now printed on demand.
Turnaround time: 2-3 days once proof is approved.

Department: ___________________________________  Date submitted: __________

MUST CORRESPOND TO BUDGET CODE BELOW

Budget Code:  __________      __________      ___________      __________    ________

INDEX   FUND         ORG.          ACCOUNT PROGRAM

Requested by: __________________________________________________________

Quantity:_____________

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

NAME: _____________________________________________________________  TITLE: _____________________________________________________________________

OFFICE LOCATION and/or BUILDING ADDRESS (both optional) ____________________________________________________________

E-MAIL: ______________________________  IWU WEB ADDRESS: WWW.IWU.EDU or WWW.IWU.EDU/YOUR DEPARTMENT WEB ADDRESS: __________________________________________

PHONE/FAX NUMBERS: (309) 556 - __ __ __ __  (309) 556 - __ __ __ __  Fax (309) 556 - __ __ __ __

or if applicable, 800 and/or cell  1-800 - __ __ __ - __ __ __ __ OR  cell (__ __ __) - __ __ __ - __ __ __ __ (Maximum of three phone/fax numbers)

IWU STREET ADDRESS AND OFFICIAL MAILING ADDRESS: 1312 PARK STREET — PO BOX 2900 — BLOOMINGTON, IL  61702-2900

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

• Maximum number of lines of type above street and official mailing address is 5 lines.
• Maximum line length for Name or Title is 55 characters including spaces.
• Maximum line length for remaining information is 52 characters including spaces.

Business cards can be ordered in quantities of:
300 – $13.00              500 – $15.00              1,000 – $18.00
(in sets of 300, 500 or 1,000)