

Visual Art Services - Custom Business Card Ordering Form

PLEASE READ

- Complete this order form using Adobe Acrobat Reader or Acrobat Professional (Free Acrobat Reader software is available from www.adobe.com). **Forms that are handwritten will automatically have to go through the proofing process.**
- Completed forms should be faxed to 650-725-8016. Be sure that your fax machine can send clean copies. Faxes that are too dark or askew will delay the order process. **Always call (650-723-6813) to confirm fax receipt after fax transmittal.**
- **OR - Use Adobe Acrobat Reader or Professional to save your completed form and email to: visart@stanford.edu (You will receive a receipt confirmation via email.)**

Contact Info: NAME

DEPARTMENT

UNIVERSITY ACCT #

CASH/Personal Check

PHONE #

FAX #

EMAIL

Please note:
Any order not billed to a Stanford Acct. number is subject to Overhead Charges & Sales Tax.

Quantity: 500 1000

Ink: Raised Flat

Card Info: NAME

TITLE (1)

TITLE (2)

TITLE (3)

DEPARTMENT

ADDRESS (1)

ADDRESS (2)

ADDRESS (3)

PHONE

FAX

EMAIL

EMAIL or URL

If you have an existing card you are trying to match please fax us an enlarged copy along with this form.
You will be contacted regarding your request.

Fax Completed form to: 5-8016 / Call 3-6813 for all inquiries