

Visual Art Services - School/Program Signature Business Card Order 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 #

PHONE #

EMAIL

CASH/Personal Check

FAX #

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

Quantity:

Ink:

250

Raised

500

Flat

1000

Proof Print (add'l \$6.95)

School & Programs Signature Card:

STANFORD

FIRST M. LASTNAME
Title

SCHOOL OR
PROGRAM NAME HERE



Department
Address Line One
Address Line Two
Stanford, CA 94305-1234
T 650.123.4567
F 650.123.4567
first.lastname@stanford.edu

I would like more information about letterhead, envelopes, note pads or other print material.

[Red - PMS 201]

CARD INFO:

NAME

TITLE (1)

TITLE (2)

SCHOOL or
PROGRAM

DEPARTMENT

ADDRESS (1)

ADDRESS (2)

ADDRESS (3)

PHONE

FAX

EMAIL

EMAIL or URL

Fax Completed form to: 725-8016 / Call 723-6813 for all inquiries