

# Visual Art Services - Medical Center (V6) 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 #

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)

Version 6:

	<b>STANFORD</b>	<b>NAME</b>
	<b>CANCER CENTER</b>	Title Line 1
<i>Stanford Hospital &amp; Clinics</i>		Title Line 2
		Title Line 3
		Address Line 1
		Address Line 2
		Stanford, CA XXXXX-XXXX
paper: 650.XXX.XXXX		t: 650.XXX.XXXX
appt: 650.XXX.XXXX		f: 650.XXX.XXXX
office: 650.XXX.XXXX		e: Single line email address
		two line email address

↑ optional ↑

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

CARD INFO:

\*if needed fax info on a separate sheet with this order form

NAME

TITLE (1)

TITLE (2)

TITLE (3)

DEPARTMENT

ADDRESS (1)

ADDRESS (2)

ADDRESS (3)

PHONE

FAX

EMAIL

EMAIL or URL

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