

Visual Art Services - Medical Center (V7) 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:

250

500

1000


Proof Print (add'l \$6.95)

Ink:

Raised

Flat

Version 7:



John Q. Public, M.D.
Title
Title (line 2)
OPTIONAL TEXT LINE

Department	Tel: (XXX) XXX-XXXX
Address - line 1	Fax: (XXX) XXX-XXXX
Address - line 2	Email: xxxxxxxxxxxxxxxxxxxx
[Upper & Lower case text]	

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

CARD INFO:

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