

**BUSINESS CARD ORDER FORM**

Regular and Raised Print Business Cards are available in alotments of 250 (minimum), 500, 1000 or more, not by the "box", please specify quantity ordered; ONE or TWO print colors only.

There is a \$5.00 fee for typesetting and formatting of your card. This information is stored digitally on our servers and if you re-order the same card, with no changes to the text or graphic, you will not be charged the typesetting fee for any successive orders.

There is a Proof fee of \$5.00 for all orders. We do not print business card orders without customer proof *and* approval.

**PLEASE COMPLETE THIS FORM IN ITS ENTIRETY TO EXPEDITE YOUR ORDER PROCESSING.**

**CUSTOM BUSINESS CARD ORDER FORM**

All *CUSTOM* business cards are available in alotments of 500 or more, 4 color process only and are printed regular/flat print.

The font displayed on each card sample will be used unless otherwise specified by customer. All *CUSTOM* business cards are printed on 100# White Gloss Cover stock.

Any of the 14 backgrounds may be chosen; custom/personalized backgrounds are available by request. Call for details.

I want 500 Custom Business Cards \$72.50   
 I want Background (#1 thru #14).....   
 Custom Background Provided By Customer

I want  Raised Print  Regular Print (Same Price for Either)

**STANDARD PAPER COLORS AND WEIGHTS**

Please check the paper quantity and color for your order below

| Paper and Quantity     | 500                              |                                  | 1000                             |                                  |
|------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
|                        | One Color                        | Two Color                        | One Color                        | Two Color                        |
| 80# White Cover        | <input type="checkbox"/> \$17.50 | <input type="checkbox"/> \$20.00 | <input type="checkbox"/> \$19.75 | <input type="checkbox"/> \$25.50 |
| 110# White Index       | <input type="checkbox"/> \$17.50 | <input type="checkbox"/> \$20.00 | <input type="checkbox"/> \$19.75 | <input type="checkbox"/> \$25.50 |
| 100# White Gloss Cover | <input type="checkbox"/> \$26.00 | <input type="checkbox"/> \$33.00 | <input type="checkbox"/> \$31.25 | <input type="checkbox"/> \$39.25 |
| 80# White Linen Cover  | <input type="checkbox"/> \$26.00 | <input type="checkbox"/> \$33.00 | <input type="checkbox"/> \$31.25 | <input type="checkbox"/> \$39.25 |
| 80# Ivory Linen Cover  | <input type="checkbox"/> \$26.00 | <input type="checkbox"/> \$33.00 | <input type="checkbox"/> \$31.25 | <input type="checkbox"/> \$39.25 |
| 80# Warm White Cover   | <input type="checkbox"/> \$26.00 | <input type="checkbox"/> \$33.00 | <input type="checkbox"/> \$31.25 | <input type="checkbox"/> \$39.25 |
| 80# Smooth Ivory Cover | <input type="checkbox"/> \$26.00 | <input type="checkbox"/> \$33.00 | <input type="checkbox"/> \$31.25 | <input type="checkbox"/> \$39.25 |

**STANDARD INK COLORS**

Please check the color(s) you want for both TEXT and GRAPHIC

**TEXT:**  Black  Blue  Gold  Green  Red

**GRAPHIC:**  Black  Blue  Gold  Green  Red

Gold Foil (Additional Cost, call for pricing information)

**FONT DESIRED:** Specify *Only* if your agency does not have a pre-existing template on our servers: \_\_\_\_\_

**Your Agency Name:** \_\_\_\_\_

**Billing Address:** \_\_\_\_\_

**Shipping Address:**(must be a physical address) \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Contact E-mail Address:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Agency Purchase Order Number:** \_\_\_\_\_

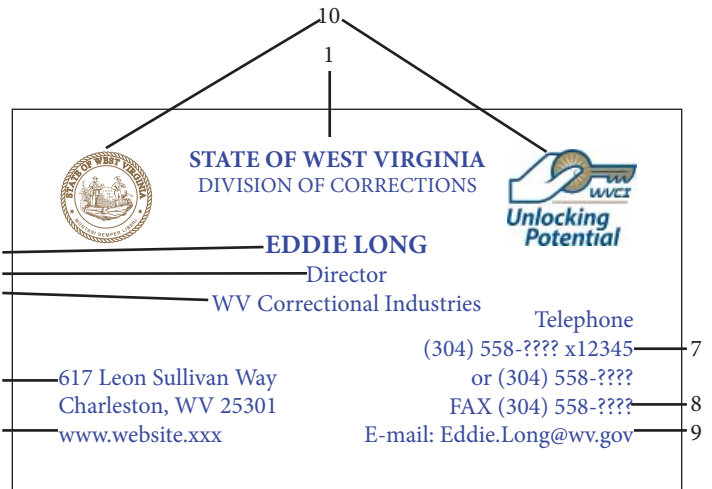
Re-order of Card Already on File / No Changes

CUSTOM PAPERS AND INKS ARE AVAILABLE FOR AN ADDITIONAL SURCHARGE. LETTERHEAD STATIONERY AND ENVELOPES ARE ALSO AVAILABLE IN RAISED PRINT, CONTACT US FOR PRICING:

**WV Correctional Industries Print Shop / QuickCopy**  
 112 Northern Regional Correctional Drive  
 Moundsville, WV 26041

Phone: 304-843-4079/4080/4179 Fax: 304-843-4081

E-Mail: [Robert.A.Whitehead@wv.gov](mailto:Robert.A.Whitehead@wv.gov) , [Shirley.A.Burge@wv.gov](mailto:Shirley.A.Burge@wv.gov)  
 or [Greg.A.Gilli@wv.gov](mailto:Greg.A.Gilli@wv.gov)



SAMPLE CARD -ACTUAL SIZE

**REQUIRED INFORMATION**

Specific information needed for printing your card may include:

1. Local, State or Government Agency Name
2. Name
3. Job Title
4. Organization (if applicable)
5. Address
6. Website address (if applicable)
7. Telephone Number(s), include area code
8. Fax Number, include area code
9. E-mail address (if applicable)
10. Graphic/Logo - We have most State Agency Logos and State Seals on file. If you desire a custom graphic/logo, please provide either a digital file in Windows Bitmap or Tiff format or a printed hard copy of your graphic/logo.

**Please Print Information Clearly and Carefully**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_