

BUSINESS CARD ORDER FORM

Regular and Raised Print Business Cards, (minimum 100), please specify quantity ordered; ONE or TWO print colors only. Typesetting, formatting and proof fees for each card ordered are included in below prices.

We do not print business card orders without customer proof and approval.

Braille business cards available, please call for details.

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

CUSTOM BUSINESS CARD ORDER FORM

All CUSTOM business cards are available in allotments of 250, 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 or custom backgrounds provided by customer. Call for details.

I want Custom Business Cards 250 500

I want Background (#1 thru #14)....(Click Here).....

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
100# White Cover	<input type="checkbox"/> \$27.50	<input type="checkbox"/> \$30.00	<input type="checkbox"/> \$29.75	<input type="checkbox"/> \$35.50
120# White Cover	<input type="checkbox"/> \$27.50	<input type="checkbox"/> \$30.00	<input type="checkbox"/> \$29.75	<input type="checkbox"/> \$35.50
100# White Gloss Cover	<input type="checkbox"/> \$36.00	<input type="checkbox"/> \$43.00	<input type="checkbox"/> \$41.25	<input type="checkbox"/> \$49.25
100# White Linen Cover	<input type="checkbox"/> \$36.00	<input type="checkbox"/> \$43.00	<input type="checkbox"/> \$41.25	<input type="checkbox"/> \$49.25
100# Cream Linen Cover	<input type="checkbox"/> \$36.00	<input type="checkbox"/> \$43.00	<input type="checkbox"/> \$41.25	<input type="checkbox"/> \$49.25
100# Smooth Ivory Cover	<input type="checkbox"/> \$36.00	<input type="checkbox"/> \$43.00	<input type="checkbox"/> \$41.25	<input type="checkbox"/> \$49.25

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

Other Color(s) _____

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

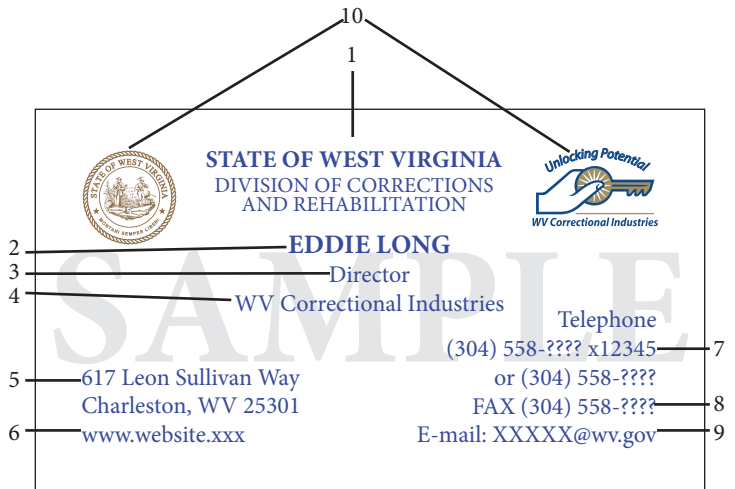
CUSTOM PAPERS AND INKS ARE AVAILABLE FOR AN ADDITIONAL SURCHARGE. LETTERHEAD STATIONERY AND ENVELOPES ARE ALSO AVAILABLE IN RAISED PRINT, CONTACT US FOR PRICING:

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

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

E-Mail: Greg.A.Gilli@wv.gov, Joseph.J.Zawisa@wv.gov,

Shirley.A.Burge@wv.gov or Robert.A.Whitehead@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. _____