

## BUSINESS CARD ORDER FORM

Please attach this form to your Requisition when placing new business card orders, reorder of business cards with changes, or when you do not have a business card to attach to your Requisition.

**SAMPLE:**



**ANTELOPE  
VALLEY  
COLLEGE**

3041 W Ave K Lancaster CA 93536

Name  
Title

O XXX XXX XXXX XXXXX  
C XXX XXX XXXX  
E XXXXXXX@avc.edu

**PRICING:**

250 cards \$47.44  
500 cards \$55.68  
1,000 cards \$76.44

**Setup (Pre-Press) Fee\* \$5.00**

\*To be included as a separate line on Requisitions for **New Orders** or **Reorders with Changes**. This is a non-taxable item.

**VENDOR:**

Minuteman Press (900310411)

**DESCRIPTIONS:**

Please include one of the following in the commodity description of your Requisition:

- New Business Card Order (**\$5.00 Setup Fee applicable**) -
- Reorder of Business Card with Changes (**\$5.00 Setup Fee applicable**)
- Reorder of Business Card (**Reorders with new card format will be charged \$5.00 Setup Fee**)

**CARD INFORMATION:**

Type the information EXACTLY as you want it to appear on your business card.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_  
(If different than 3041 W. Avenue K, Lancaster)

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Cell (Optional): \_\_\_\_\_

Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**PROOF APPROVAL:**

You will receive a “proof” of your business card via email from the vendor for verification of information and approval. Business cards will not be printed until the vendor receives approval of the “proof” from you.