

Name _____

JOB NUMBER _____

Department _____

Date In _____

Date Due _____

Phone _____ FAX _____ PO Box _____

Received By _____

Compl By _____

BILLING INFORMATION:

CASH SPEED CHART # _____

Pick Up Call when Ready (Called on: _____ at: _____)

FOUNDATION ACCT # _____


Deliver to: _____

APPROVED BY _____

Building _____ Room _____

JOHN Q. PUBLIC
Professor

SAMPLE FOR SET-UP



SCHOOL OF ACROBATICS
POST OFFICE BOX 8888
STATESBORO, GEORGIA 30460-8888
PHONE: (912) 478-5555
FAX: (912) 478-5556
EMAIL: jqpublic@georgiasouthern.edu

Name _____

Title _____

Department /School _____

PO Box _____ Phone _____

FAX _____

EMAIL _____

Additional Information to include: _____

The minimum order for full-color, raised printing business cards is 500 and the normal turn-around on an order is 2 weeks.

RAISED PRINTING

500 Standard 2-color business cards \$40.00

If you need fewer than 500 (50-100, etc.), we can produce black and white or color business cards in-house (that are *not* raised printing) with a one or two-day turn-around.

FLAT PRINTING (In-House)

100 Standard Black Ink \$12.00

250 Standard Black Ink \$15.00

50 Standard 2-Color \$18.00

100 Standard 2-Color \$22.00

QUANTITY	<input type="checkbox"/> RAISED PRINTING-FULL COLOR MINIMUM ORDER 500	<input type="checkbox"/> FLAT PRINTING - BLACK INK NO MINIMUM ORDER	<input type="checkbox"/> FLAT PRINTING - FULL COLOR NO MINIMUM ORDER
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_____ @ \$ _____

TOTAL \$ _____