



**New Paltz**  
STATE UNIVERSITY OF NEW YORK

Office of Communication & Marketing  
Design Services, Haggerty 402, x3245

Job# \_\_\_\_\_  
Priority A B C

**BUSINESS CARD ORDER**

Date request submitted \_\_\_\_\_

Date project needed \_\_\_\_\_

Business card for \_\_\_\_\_

Department \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

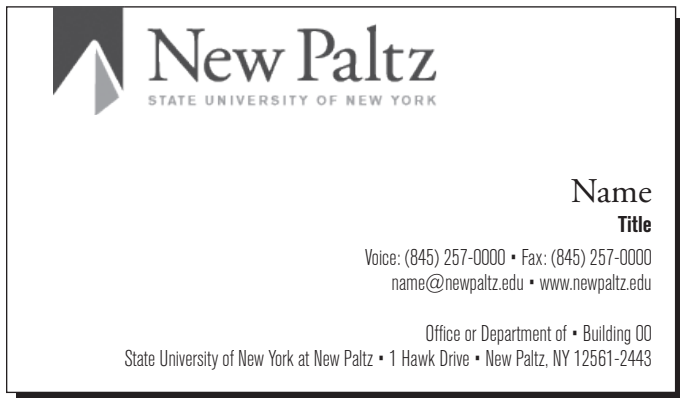
Deliver to: \_\_\_\_\_

Acct. # to bill \_\_\_\_\_

E-mail \_\_\_\_\_

Fax # \_\_\_\_\_

QUANTITY: \_\_\_\_\_  Front and back



This is the format currently approved for business cards as of April 2010. They are produced in blue and orange.

Cards produced on campus are done with flat color, not thermographed (raised lettering). You may order the quantity you need, from 100 up. (You do not need to order 500.)

Requests for thermograph (raised) lettering go to Purchasing and must be accompanied by a purchase requisition. (Use the "Bus Card-thermo" form)

**EXACT REPRINT** (Please staple a sample of your current card over the example above.)

**UPDATE** (Please staple a sample of your current card over the example above and fill in changes below)

**NEW CARD** (fill in all information below)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

Voice: (845) 257- \_\_\_\_\_ Fax: (845) 257- \_\_\_\_\_

\_\_\_\_\_ @newpaltz.edu www.newpaltz.edu

\_\_\_\_\_  
Office or Department Building (spell out) Room number [optional]

State University of New York at New Paltz Hawk Drive New Paltz, NY 12561- \_\_\_\_\_

**OFFICE USE ONLY**

Designer \_\_\_\_\_

To Proof \_\_\_\_\_

Proof out: \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

To Print \_\_\_\_\_

In-House \_\_\_\_\_

**Project File**

Location

STATIONERY 2010 / College Stationery/

\_\_\_\_\_

\_\_\_\_\_

Name

\_\_\_\_\_