

Business Card Order Form

★	Initials
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Today's Date & Time: _____ Due Date & Time (ASAP not accepted): _____

Requested By: _____ Telephone Number: _____

Department / School: _____ Fax Number: _____

Account # (must have to start order): _____

Return Project: School Mail _____ Pick up _____ Courier _____

NOTE: In March 2018, DPS introduced a new official business card design. The objective is to brand DPS and present a consistent image to our stockholders. All custom designs must be cleared by the department / school head and the DPS Communications Department.

Quantity: 250 500 1,000

Please check the style of card you wish to have printed:

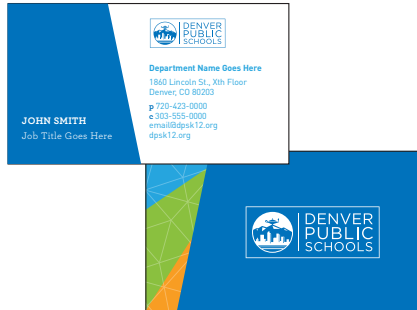
Card 1: Single-Sided Color

Card 2: Double-Sided Color

Card 3: Custom Design

(FOR SCHOOLS ONLY)

Please provide a sample and email any logos or art you would like to use.



Please fill in all of the fields that are applicable:

Department / School: _____

Name: _____

Title: _____

Telephone Number: _____

Cellphone Number (optional): _____

Email: _____

Address: _____

Office, Floor or Room Number: _____

City: _____ State: _____ Zip: _____

SPECIAL INSTRUCTIONS

FOR RICOH USE ONLY

PRODUCTION	RUN	SIDES	STOCK	SIZE	FINISH	F QTY	SHEETS

MACHINE USED	<input type="text"/>	START	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		END	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MACHINE USED	<input type="text"/>	START	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		END	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
MACHINE USED	<input type="text"/>	START	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		END	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

_____ KEY-OPERATOR _____ PROOFER OF THE FIRST COPY / SET

OF CLICKS WASTED: _____

FINISHING	TYPE	EXTRAS	QTY	SET-UP	INITIALS

NOTES

DESIGN	FILE PATH(S):	<input type="text"/>	<small>DESIGNER INITIALS</small>
	O:/Orders/	<input type="text"/>	
	DESIGN / FILE MANIPULATION FEE(S):		
	DESCRIPTION	\$ CHARGE	QTY
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>