



**Reprographics/Design Services
Business Card Order**
Here To Support the UNLV Campus Community

Please Fill Out Completely

CUSTOMER INFORMATION _____	DELIVERY INFORMATION _____
Order Date: _____	Need Date: _____
Dept. Name: _____	Deliver To: _____
Account #: _____	Bldg./Room: _____
Submitted by: _____	Zip + Four: _____
Administrator Signature: _____	<input type="checkbox"/> Will Pick-up, Call: _____
Telephone #: _____	Fax Proof to #: _____
<input type="checkbox"/> NEW ORDER <input type="checkbox"/> EXACT REPRINT (attach sample) QUANTITY: _____	
<small>(Minimum order is 250. Additional cards in increments of 250.)</small>	

Logo prints Red and Black ONLY. Finished size of business card is 3½" x 2"

Type or print clearly
on work order



- (Name) → _____
- (Department/Title) → _____
- (Box # & Address) → **Box 45 _____ • 4505 Maryland Parkway**
- (City/State/Zip) → **Las Vegas, Nevada 89154- _____**
- (Phone # & Fax #) **(702)** _____
- (e-mail address) → _____

BUSINESS CARD ORDERING PROCEDURES

- Fill out form **Completely!**
- Please type or print **Clearly** directly on order form.
- Submit order to Reprographics Mail Stop 1028
- Your order will be typeset per **YOUR** instructions.
- A proof will be faxed or e-mailed to you.
- Turnaround time is **5 working days** from receipt of your **FINAL PROOF!**

Second side copy
