

UH Hilo & HawCC BUSINESS CARD ORDER FORM

Please complete & forward to Graphics Services. A new form must be filled out for every order.

STEP 1: Select quantity

- 50 cards = \$15.00 250 cards = \$35.00
 100 cards = \$25.00 500 cards* = \$55.00

There will be a \$5.00 charge for all NEW layouts AND revisions.

*For orders over 500 or 2-sided cards, please call Graphics (932-7323) or email (graphics@hawaii.edu)

Date Due: _____ A \$10 rush fee will be assessed for orders requiring a delivery within 4 working days.

STEP 2: Fill out information for card

UH Hilo HawCC

Name: _____ Phone: _____

Title: _____ Fax: _____

Department: _____ Email: _____

Division: _____ Website: _____

Address (if not 200 W. Kawili): _____

STEP 3: Provide payment information

UH Account to be charged: _____

This is a RCUH/Foundation Account:

Grant Administrator: _____

Contact number: _____

CLERICAL OR BILLING CONTACT INFO:

Contact: _____

Dept: _____

Phone: _____ Fax: _____

Email: _____

STEP 4: Get authorization signatures

All business card orders must be reviewed & approved for correct content and payment information prior to printing.

Approved for funding by department:

PRINT Name of Department or Division Chair (UH Hilo)*
Dean, Director, or VCAA (HawCC)

Signature

Signature of Fiscal Officer (HawCC Only)

*If you are a Dept/Div Chair ordering your own cards, you must get an approving authority to sign for you.

STEP 5: Send form to Graphics Services

Bring, mail, or scan/email completed form to UH Hilo Graphics Services (LIB 308) / graphics@hawaii.edu.

A pdf proof will be sent via email to the requestor & clerical person indicated in Step 3.

FOR GRAPHICS USE ONLY

RCVD: _____

PROOF SENT: _____

CONFIRMATION: _____

COMPLETED ON: _____

BILLED AS A NEW JOB

ORDER PICKED UP / SENT OUT

Rev.
1/14