

BUSINESS CARD ORDER FORM



Cornell University
Digital Print Services

Phone: 607-255-2524 • Fax: 607-255-4319 • E-mail: digital@cornell.edu • Web: bigredprint.cornell.edu

Due Date: _____ **JOB #:** _____

Revised Due Date: _____ Received Date: _____

CUSTOMER INFORMATION (* required fields):

* Contact: _____

* Department: _____

* Email: _____

* Phone: _____

Fax: _____

* Contact Address: _____

* Shipping Address (if different): _____

* **Type of Payment** (please choose one):

Department Account #: _____

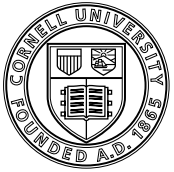
Pay at Pickup Invoice

E-Shop * **ES** (office use only): _____

Credit Card or P-Card #:

(We **WILL NOT** accept **CREDIT CARD** or **P-CARD** numbers via **E-MAIL**, please **CALL** or **FAX** us with the **CARD NUMBERS**)

_____ EXP: _____



Your Name Here
Your Title or Position
Your Unit

Cornell University
Your School, Dept.,
or Division

305 Your Hall
Ithaca, NY 14853
t. 607.255.2524
f. 607.255.4319
digital@cornell.edu

☐ **250 cards** ☐ **500 cards** ☐ **1000 cards**

For items 1-10, please fill out the form below as you would like the information to appear on your cards.

1. Name _____

2. Title or Position _____

3. Primary Unit _____

4. Secondary Unit (optional) _____

5. Tertiary Unit (optional) _____

6. Address _____

7. Telephone _____

8. Cellular (optional) _____

9. Fax _____

10. E-mail: _____

11. Web address (optional) _____