



BUSINESS CARDS

Use one order form for each order.
DO NOT WRITE IN SHADED AREAS.

PS Job Number

Date Ordered	Date Needed (<i>Not ASAP</i>)	Date Received in PS	Date Completed
Department to be Charged		Account Number - <i>no order will be started without an account #</i>	
Ordered By	Delivery Instructions – cards are sent through campus mail to the individual unless instructed otherwise		

Business cards are printed according to the Visual Identity Guide. They can be printed with black and orange ink or black ink only and are done in increments of 250 for \$8.25. You also have your choice of logo to be used. Because we print these 10 names at a time we are able to keep the cost low for the University. Back printing requires approval through Communications and Marketing, printed in black ink only, and will add an additional \$8.00 per each 250 ordered. *Prices are effective as of 8/2009. Printing Services reserves the right to adjust pricing if material costs increase at any time.*

EXACT REPEAT
Sample must be submitted on exact repeat orders.

PLEASE INDICATE THE FOLLOWING FOR YOUR CARDS.

Name and Credentials	
Title	
Department	
College	
Phone #	Fax #
Residence # (if desired)	Cell # (if desired)
E-mail Address	Web Site

QUANTITY

- 250
- 500
- 1000
- _____
- Back Printing

LOGO CHOICE

-  Orange Logo/
Word Mark
OHIO NORTHERN UNIVERSITY
-  Black Logo/
Word Mark
OHIO NORTHERN UNIVERSITY
-  Black only Logo/
Word Mark
OHIO NORTHERN UNIVERSITY

 OHIO NORTHERN UNIVERSITY	Name / Credentials Title(s) Department
College 525 South Main Street, Ada, Ohio 45810 Tel: (419) 772-0000 Fax: (419) 772-0000 Res: (000) 000-0000 Cell: (000) 000-0000 e-mail: _____@onu.edu www.onu.edu <i>Arts & Sciences • Business Administration • Engineering • Pharmacy • Law</i>	

TOTAL COST \$ _____