

Business Cards

How to order business cards

NEW - OCT 2019:

1. Order online ([see below](#))
2. Complete handwritten order
 - a. Print this page
 - b. Fill out and review this form
 - c. Sign (account authorized signature)
 - d. Return to Printing Services

Mark Andrie
 Printing Services Supervisor
 PRINTING SERVICES

andrie@uwec.edu
 715-836-6024

uwec.edu/printing
 SCHOFIELD HALL 18



uwec.edu



Front

Seal only - Back



uwec.edu

I acknowledge that the
 land I live and work on is
 the traditional land of the
 Ojibwe and Dakota Nations.

Dakota Nation - Back



uwec.edu

OUR MISSION We foster in
 one another: creativity, critical
 inquiry, empathy, and intellectual
 courage; the hallmarks of a
 transformative liberal education
 and the foundation for active
 citizenship and lifelong inquiry.

Mission Statement - Back

DO NOT FAX

Pricing

# of Cards	Original Order	
100	\$13.40	Cards will be printed EXACTLY as requested. Business card orders are processed and printed on campus in full color on 130# cover stock. We will add an \$8.00 charge to the pricing for new business cards ordered on handwritten forms. A PDF proof will be sent via email for approval, please look the proof over carefully to make sure everything - spelling, phone, fax number, email address and websites - are correct. The order will not be processed until the proof is approved. To avoid paying the \$8.00 charge , business cards can now be ordered electronically through our Web Ordering System. Simply log into your online account, and select "Business Cards" from the "New Order" drop-down and fill in your information. If you are not registered to use our Web Ordering System, go to the University Printing Services Web Page, on the right hand column in the "Print Shop Pro WebDesk" box, and select "Register for an Account". We will approve your registration and send instructions for Customer Order Entry. Contact us at University Printing Services with questions: 715-836-5621
200	\$17.72	
300	\$22.04	
400	\$26.36	
500	\$30.68 (includes 2 small boxes)	

Business card order form

Quantity: _____ **Account Number:** _____

Account Name: _____

Account Authorized Signature: _____

Name: _____

Title: _____

Department (*optional*): _____

Room and Building: _____

Phone: _____ Fax: _____

E-mail: _____

Web: _____

Back Circle one: Seal only - Back Dakota Nation - Back Mission Statement - Back