

George Mason University University Relations Business Card Order Form

Instructions:

1. Complete form online.
2. Print form by pressing the "Print Form" button.
3. Obtain authorized signature.
4. Mail completed form to MS 2F7, or fax to x38784.

Account Information

Department

Organization Number

Contact Person

Phone

Date

Authorized Signature

Quantity (check one)

Green Logo

Green and Gold Logo

___ 250 for \$8.75

___ 250 for \$23.00

___ 500 for \$9.73

___ 500 for \$26.00

___ 1000 for \$11.08

___ 1000 for \$29.00

Business cards are processed on the 1st and 15th of each month. Please allow 4 weeks for delivery.

Creative Services recommends using a maximum of 9 lines on your business card. Adding more than 9 lines will decrease readability.

Your business card will look like this:

| | |
|---|---|
| <p>John Q. Public, BFA, MFA Business Card Designer University Relations</p> <p>4400 University Drive, MS 2F7 Fairfax, Virginia 22030</p> <p>Phone: 703-993-8810 Fax: 703-993-8784 Web: www.website.edu</p> |  |
|---|---|

Suggested information to include on your card.

Name

Title

Department or Office Name

Street Address with Mail Stop Number

City, State, Zip Code

Phone

E-mail

Additional items can be included (a 9 line maximum is recommended see example below)

Information to Appear on Card

1.

2.

3.

4.

5.

6.

7.

8.

9.

For more information call University Relations at 703-993-8780.