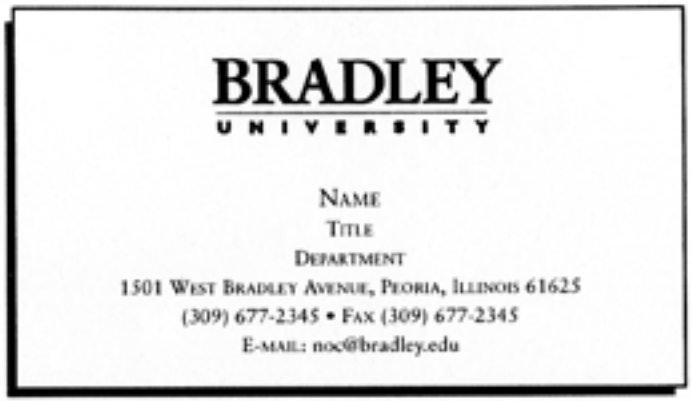
BUSINESS CARDS

University business cards are the only stationery item that you may personalize. Your Bradley business card is to include University business information only. Name, title, college (if applicable), street address, city, state zip code and office telephone number need to be on all business cards. Optional information including Bradley University s web address, fax number, 800-number, cellular phone number, pager number may also be included if it has direct application to University business and if it fits within the maximum number of lines of information allowed. The back of the business card may be used for foreign language translations only. University funds may be used only to purchase business cards that follow two approved formats.

To promote lower costs, business cards are batch processed by sets of twelve (12). Occasionally, turn time will be delayed until the minimum number of requests is reached. Temporary cards are available on a limited basis if needed. Any change from this process will result in significant up charges to your account. If you have any questions or special needs, please contact ITMS-Graphics at x2343.

Complete this order form (use black ink) and submit along with a requisition to ITMS-Graphics, Jobst 229.

Version A has a maximum of six lines of information.



Charge to:

Account # _____

3-letter AV Code_____

name

title/department

department/college

address

1501 WEST BRADLEY AVENUE, PEORIA, ILLINOIS 61625

business phone & optional

(309) 677-____•_____

optional