



### Business Card/Notepad Order Form

Hobart and William Smith Colleges have contracted with the Printing Center, 44 Linden Street, Geneva, to print all business card and notepad orders. Departments should place these orders directly, following the procedure below. The Printing Center has agreed to follow the approved format set by the Colleges. If you have format questions or concerns, please contact Peggy Kowalik, ext. 3695.

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#### PROCEDURE

**Placing your order:** Send completed form to **The Printing Center** via e-mail: **theprint@rochester.rr.com**  
Please note that orders will not proceed without a purchase order number.

Orders can also be placed ONLINE at [www.komaraprinting.com/hws\\_bc](http://www.komaraprinting.com/hws_bc)

**Approving copy:** The Printing Center will e-mail you a proof of your card/notepad prior to printing. Please review proof(s) for accuracy, note any corrections on the copy, and e-mail the proof back to the Printing Center with your corrections or approval to print.

**Delivery:** If you approve the proof promptly, your cards/notepads will be delivered via campus mail within two weeks of receipt of your order. If your order is not delivered in that time frame, please call the Printing Center, (315) 789-2014.

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#### BILLING INFORMATION

Order Date \_\_\_\_\_ Purchase Order Number (required) \_\_\_\_\_

Person to e-mail proof to \_\_\_\_\_ E-mail \_\_\_\_\_

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#### BUSINESS CARD/NOTEPAD INFORMATION:

Name \_\_\_\_\_

Title \_\_\_\_\_

Office or Department \_\_\_\_\_

Office/Dept. Address \_\_\_\_\_

*(Street Address or Building Name)*

Geneva, NY 14456

Office phone \_\_\_\_\_

Office fax \_\_\_\_\_

Cell phone (OPTIONAL) \_\_\_\_\_

E-mail address \_\_\_\_\_

#### Business Cards (check one):

- 100 (\$48)
- 250 (\$73.50)
- 500 (\$115)
- 1000 (\$195)

#### Note Pads

#### Small (\$47.50) (check one):

- (5) half cut **OR**
- (10) quarter cut

#### Large (\$55) (check one):

- (10) half cut **OR**
- (20) quarter cut
- mixed (half of each size)

### Sample Business Card Format

  
HOBART AND WILLIAM SMITH  
COLLEGES  
**FIRST NAME LAST NAME**  
Title


Office or Department  
Building or Street  
Geneva, NY 14456  
www.hws.edu

P. (315) 781-xxxx  
F. (315) 781-xxxx  
C. (OPTIONAL)  
email@hws.edu


### Sample Business Card -Back

WORLDS OF EXPERIENCE. LIVES OF CONSEQUENCE.

### Sample Notepad Format (Quarter cut - 5.5 x 4.25")

  
HOBART AND WILLIAM SMITH  
COLLEGES  
**FIRST NAME LAST NAME**  
Title

### Sample Notepad Format (Half cut - 5.5 x 8.5")

  
HOBART AND WILLIAM SMITH  
COLLEGES  
**FIRST NAME LAST NAME**  
Title

Office or Department  
Building or Street  
Geneva, NY 14456  
www.hws.edu

P. (315) 781-xxxx  
F. (315) 781-xxxx  
C. (OPTIONAL)  
email@hws.edu

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