

## Business Card and Notepad Order Form

Hobart and William Smith Colleges have contracted with the Printing Center, 140 Castle 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 Sandra Devaux, devaux@hws.edu.

PROCEDURE		
Placing your order:	Send completed form to <b>The Printing Center via email: print@komaraprinting.com</b> Please note that orders will not proceed without a purchase order number.	
Approving copy:	The Printing Center will email you a proof of your card and/or notepad prior to printing. Please review proof(s) for accuracy and email 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.	
BILLING INFORMATI		
Order Date	Purchase Order Number (required)	
Person to email proof to _	Email_	
BUSINESS CARD/NOT	TEPAD INFORMATION:	Business Cards (check one)
Name		□ 100 (\$42)
Title Office or Department		□ 250 (\$55) □ 500 (\$75) □ 1000 (\$115)
-		Notepads
Office/Dept. Address	(Street Address or Building Name)	Small (\$50) (check one):

Email: print@komaraprinting.com

Geneva, NY 14456

Cell phone (OPTIONAL)

Office phone

Email address

Office fax

(5) half cut **OR** 

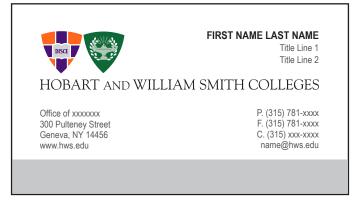
□ (10) quarter cut

(20) quarter cut

Large (\$60) (check one):

 $\square$  mixed (half of each size)

## Sample Business Card Format



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

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