

HOBART AND WILLIAM SMITH COLLEGES

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 style the Colleges. If you have style questions/concerns, please contact Peg Kowalik, ext. 3540.

PROCEDURE

Placing your order: Fax completed form to **The Printing Center, 789-5180**. Please note that orders will not proceed without a purchase order number. Be sure to include a fax number and contact person, so that typeset copy can be sent to you for approval. Orders can also be placed ONLINE at www.komaraprinting.com/hws_bc

Approving copy: The Printing Center will fax you a copy of your card/notepads prior to printing. Please proof this for accuracy, note any changes/errors on the copy, and fax the copy back to the Printing Center with your 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 received, please call the Printing Center, 789-2014.

BILLING INFORMATION

Order Date _____ Purchase Order Number (required) _____

Person to fax proof to _____ Fax number _____

BUSINESS CARD/NOTEPAD INFORMATION:

Strathmore Ultimate White Wove

Name _____

Title _____

Office phone _____

Office fax _____

E-mail address _____

Office/Dept. Name _____

Office/Dept. Address _____

(street address or building name if your office/dept. uses one)

Business Cards (check one)

- 100 (\$24.)
- 250 (\$36.)
- 500 (\$55.)
- 1000 (\$90)

Pads (\$45/ream)

- half cut
- quarter cut
- mixed (half ream of each size)

Sample Business Card Format

<p>HOBART AND WILLIAM SMITH COLLEGES</p>	<p>Name Title</p> <p>P (315) 781-xxx F (315) 781-xxx name@hws.edu www.hws.edu</p>
<p>Office of xxxx St. Address or Bldg., Geneva, N.Y. 14456</p>	

Sample Notepad Format

<p>HOBART AND WILLIAM SMITH COLLEGES</p> <p>Office of xxxx Geneva, New York 14456</p>	<p>Name</p> <p>P (315) 781-xxxx F (315) 781-xxxx name@hws.edu www.hws.edu</p>
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