



Business Card and 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, (315) 781-3695.

PROCEDURE

Placing your order: Send completed form to **The Printing Center via email: print@komaraprinting.com**
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 INFORMATION

Order Date _____ **Purchase Order Number** (required) _____

Person to email proof to _____ Email _____

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) _____

Email address _____

Business Cards (check one):

- 100 (\$50)
- 250 (\$65)
- 500 (\$90)
- 1000 (\$140)

Notepads


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

	FIRST NAME LAST NAME Title Line 1 Title Line 2
HOBART AND WILLIAM SMITH COLLEGES	
Office of xxxxxxxx 300 Pulteney Street Geneva, NY 14456 www.hws.edu	P. (315) 781-xxxx F. (315) 781-xxxx C. (315) xxx-xxxx name@hws.edu
PREPARING STUDENTS TO LEAD 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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