

REQUEST and CHARGE FORM

For Panther Print & Copy Center Office Use ONLY

Department Order Information & Billing



581-3120
- 581-3820
581-5334

REFERENCE NUMBER

JOB NUMBER

CASH

DEPT CHARGE

Department: _____

Banner Index #: _____

Contact Person: _____

Phone: _____ E-mail: _____

Billing/Delivery Address: _____ Bldg. / Room#: _____

Expenditure

AUTHORIZED BY: _____

(Fiscal Agent/Account Manager or Delegated Signature Person)

Signature: _____

Order Received By: _____ Date: _____

Needed By Date: _____

Business Card Choices



Style # 1

- 1 - Blue-Gray-Black
- 1A - Blue-Gray

Stock: White
Raised print: No
Ghost image - Gray



Style # 2

- 2 - Blue-Black
- 2R - Blue-Black Raised
- 2A - Blue
- 2AR - Blue- Raised

Stock: White
Raised print: Yes



Style # 3

- 3 - Blue-Gray,-Black
- 3A - Blue-Gray

Stock: White
Raised print: No
Ghost image - Gray

Doudna Cards

- T - Theatre Arts
- A - Art
- M - Music

ALL CARDS:
INK: Blue PMS 2945
Gray PMS 422
Black
Stock: White - Cougar Smooth 80# Cover
Blue-Gray Ink Option - all text blue with
"Illinois University" and "Horizontal rule"
only in logo gray.

- 50 cards
- 100 cards
- 250 cards
- 500 cards
- 1000 cards
- 2000 cards

Style Choice

Special Instructions: _____

Information Needed On Business Card

																				NAME, DEGREE - Jane C. Faculty, Ph.D.
																				TITLE - Professor of Something
																				TITLE 1 - More Title space if needed
																				DEPARTMENT - College/Department
																				DEPARTMENT 1 - More space for College/Department
ROOM-BUILDING																				PHONE 1 - Office: 217-581-9999
Old Main - Room 0000																				<input type="checkbox"/> Office <input type="checkbox"/> Direct <input type="checkbox"/> Other
																				PHONE 2 - Office: 217-581-9999
																				<input type="checkbox"/> Office <input type="checkbox"/> Direct <input type="checkbox"/> Other
																				FAX - Fax: 217-581-9999
600 Lincoln Avenue																				E-MAIL - email: xxxxxx@eiu.edu
Charleston, Illinois 61920-3099																				DEPARTMENT E-MAIL - Edusome@eiu.edu
																				WEB ADDRESS - www.eiu.edu/~edusome/

For PPCC Office Use Only

Blue Pink

Called by: _____ Date: _____

Comments: _____

To be: delivered picked up Date: _____

Customer's signature: _____

CHARGES

TOTAL CHARGES \$ _____