

BUSINESS CARD REQUEST & CHARGE FORM

For Panther Print & Copy Center Office Use ONLY

REFERENCE NUMBER	JOB NUMBER

CASH DEPT. CHARGE

DEPARTMENT _____ BANNER INDEX # _____

CONTACT PERSON _____ PHONE _____ EMAIL _____

BILLING/DELIVERY ADDRESS _____ BUILDING / ROOM # _____

EXPENDITURE:

AUTHORIZED BY: PLEASE PRINT NAME _____ SIGNATURE _____

FISCAL AGENT, ACCOUNT MANAGER OR DELEGATED SIGNATURE PERSON

BUSINESS CARD CHOICES:



- STYLE #1**
- 1: Blue Background, Blue Text
 - 1A: Gray Background, Blue Text
 - No Raised Print

ORDER RECEIVED BY: _____

DATE: _____

NEEDED-BY DATE: _____

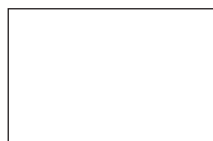


- STYLE #2**
- 2: Blue & Black Text
 - 2R: Blue & Black Raised Text
 - 2A: Blue Text
 - 2AR: Blue Raised Text

OTHER CARD OPTIONS

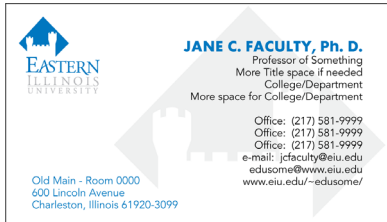
P: Panther Athletics D: Doudna A: Admissions

STYLE CHOICE:



QUANTITY:

- | | |
|------------------------------------|-------------------------------------|
| <input type="checkbox"/> 50 Cards | <input type="checkbox"/> 500 Cards |
| <input type="checkbox"/> 100 Cards | <input type="checkbox"/> 1000 Cards |
| <input type="checkbox"/> 250 Cards | <input type="checkbox"/> 2000 Cards |



- STYLE #3**
- 3: Blue & Black Text
 - 3A: Blue Text
 - No Raised Print

ALL CARDS:

Ink: Blue PMS2935, Gray PMS422, Black
 Stock: White, Cougar Smooth 80# Cover

Blue-Gray Ink Option:

All text blue with "Illinois University" and horizontal rule in gray

SPECIAL INSTRUCTIONS:

BUSINESS CARD CONTENT:

NAME, DEGREE: _____

TITLE: _____

TITLE 2: (if needed) _____

DEPARTMENT/COLLEGE: _____

DEPARTMENT 2: (if needed) _____

PHONE 1: office direct other _____

PHONE 2: office direct other _____

FAX: _____

EMAIL: _____

BUILDING & ROOM NUMBER: _____

DEPARTMENT EMAIL: _____

WEB ADDRESS: _____

CHARGES:

TOTAL CHARGES: \$ _____

FOR PPCC OFFICE USE ONLY

Blue Pink

CALL BY _____ DATE _____

COMMENTS _____

TO BE: Delivered Picked Up Date: _____

