

FLORIDA A&M UNIVERSITY PRINT SHOP

A subsidiary of the Division of Graphic Communication

Business Card Order Form


Consistency and uniformity are two of the main principles behind a successful corporate identity. For the sake of this ideology, your campus print shop has adopted a new layout for university stationary (cards, letterhead and envelopes)

The example below shows the standard layout with space for Name, Title, Division/Department and Campus Address. We urge everyone to try and stay within these parameters.

FIRST...

Print your information clearly in the space provided and submit with your purchase order. (University policy states that a purchase order must accompany any and all jobs in order to be printed.) Without this information, the print shop has no way of determining what's to be typeset and the purchase order ensures that the proper department is billed. If you are requesting an exact reprint, attach a copy of your present card to this form.

NEXT... (Please Print Clearly)

 Excellence With Caring	Office: (850) 599-0000 Fax: (850) 561-0000 E-mail: yourusername@fam.u.edu	Office Phone Number(s)
YOUR NAME GOES HERE	YOUR TITLE GOES HERE	Office Fax Number
Your Division or Department Goes Here		Office Email Address
FLORIDA A&M UNIVERSITY		Your Name
Your Campus Address Goes Here • Tallahassee, Florida 32307-0000		Your Title
		Division or Department
		Your Campus Address

THEN...

The purchasing department will forward your purchase order to the Division of Graphic Communication's print shop to be typeset. (It usually takes about one and a half to two weeks for the P.O. to reach this area). If this is a new card or a reprint with changes, you will receive a proof via fax. Your signature and an approval is required before any job is to be printed. Sign your name in the space provided. Fax it back to (850) 599-3864.