

Brooklyn College

Business Card and Stationery Order Form

Please complete this form and submit to: BC Printworks, Room 0200 Boylan Hall

Requester Information:

Business Card (quantity 500)

Stationery (quantity 1000)

Date: _____

Name: _____

Room: _____

Phone: _____

Department: _____

Building: _____

Department Chair/Director Authorized Signature: _____

Business cards and stationery must adhere to College design standards: No changes or substitutes to the logo or the layout will be accepted. We will work to complete your order in a timely manner, however, please be aware that production of business cards and stationery may take three to four weeks. You will be notified when a proof is ready for your approval before printing and it will be your responsibility to make sure all information is correct.

Card/Stationery Information:

Please clearly print the **EXACT** information you wish your card or stationery to read.

(If ordering only stationery, complete only the department, room, phone/extension, and fax fields.)

Name: _____

Title: _____

Department: _____

Phone/extension: _____

Fax: _____

Email Address: _____



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Business Cards



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Stationery