



# BUSINESS CARD ORDER FORM

All business card formatting must adhere to the Brandon University Visual Standard Design and Guidelines Manual.

### SELECT QUANTITY

- 100 @ \$43.00
- 250 @ \$55.50
- 500 @ \$76.50
- 1000 @ \$117.50

plus GST & PST

**Note: Business cards have BU web address on back of card.**

Please complete order form and return to Purchasing Department.

If this is a re-order of existing cards with no changes, please attached your existing business card.

All orders will be proofed by purchasing before proceeding to print.

*Please allow 14 days for processing your order.*

*Thank you.*

Name: \_\_\_\_\_

Designations: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Address: 270 18<sup>th</sup> Street  
Brandon, Manitoba, Canada  
R7A 6A9

Address (If different than above): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Cell: \_\_\_\_\_

Email: \_\_\_\_\_

### Office Use only:

Date: \_\_\_\_\_

Charge Code: \_\_\_\_\_

Department Approval: \_\_\_\_\_

Accounting Approval: \_\_\_\_\_

Preview of the front of card:

Preview of the back of the card:



IF YOU HAVE A SAMPLE CARD ATTACH HERE!