

Henderson State University - Business Card Order Form



HENDERSON[®]
STATE UNIVERSITY
ARKANSAS STATE UNIVERSITY SYSTEM

Faculty-Staff Name
Employee Title

Office or Department if applicable
1100 Henderson Street, HSU Box 0000, Arkadelphia, AR 71999-0001
T: 870.000.0000 • xxxxx@hsu.edu • hsu.edu

*This form can be filled out on screen, printed & e-mailed to A-State Printing Services to Julia Johnson at jujohnson@astate.edu
Fill in the blanks with the text exactly how you wish it to appear on the card.*

College: _____ Department: _____

Name: _____

Title: _____

Campus Mailing Address: _____ Email Address: _____@hsu.edu
[Name as it will print on card. You can include degree and professional designations as needed (PhD, RN etc)]

Campus Phone #: (870) _____ - _____ Fax #: (870) _____ - _____

Cell #: (_____) _____ - _____ Special needs or instructions: _____

Quantity Ordering:

250 -\$42 delivered 500 -\$49 delivered 1000 -\$64 delivered 2500 -\$99 delivered

- Business cards will be printed on 80# White Cougar Cover paper
- We provide timely delivery via UPS, printing quality and consistency with every order

1. Fill in the blanks in the form above. Check spelling and accuracy!
2. Complete the form and email it to Julia Johnson at jujohnson@astate.edu
3. We will send a proof to you prior to printing. When you receive the proof double check everything for accuracy.
4. Response back to A-State Printing Services with your approval.
5. Initiate a Requisition for this order (you can order business cards for more than one person on a Requisition).

Please include a delivery location and contact information in the Document Text area.

Requisition # _____ P.O. # _____

Ordered by: _____ Phone: _____ email to: _____