

# Business Card Order Form

To place an order for business cards, please complete the information below and return to the Communications Department in the Administrative Center.

Please complete the following information:

Today's date : \_\_\_\_\_

Name of person placing this order : \_\_\_\_\_ Phone : \_\_\_\_\_

Quantity of cards ordered: ( ) 250 cards- \$ 30.00 ( ) 500 cards- \$ 35.00 ( ) 1,000- \$ 58.00

Style of card: ( ) Glossy finish

( ) Non-glossy/matte finish *note: this option works best if you need to write on the card*

*Choose one design for the front of your business card.*

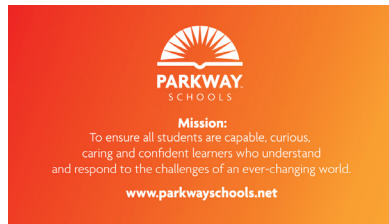


( ) Front 1



( ) Front 2

*Choose one design for the back of your business card.*



( ) Back 1



( ) Back 2

Print or type information exactly as you would like it to appear on your cards:

Name (credentials optional): \_\_\_\_\_

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

Building/School: \_\_\_\_\_

Business Address (street/city/zip code): \_\_\_\_\_

Business phone number / fax number: \_\_\_\_\_

Pager / cell phone : \_\_\_\_\_

E-Mail address : \_\_\_\_\_

**METHOD OF PAYMENT:** Either a check or an account code MUST accompany this order or it will be returned to you. Check with your school principal to see if the printing expense is covered by Parkway.

( ) Parkway account code: \_\_\_\_\_

or

( ) Personal check (attach check to this order made payable to Parkway School District)