



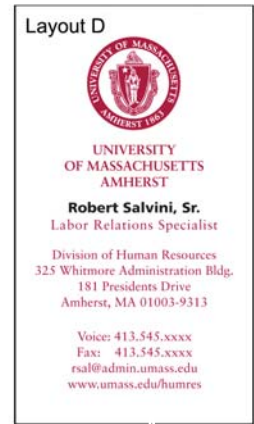
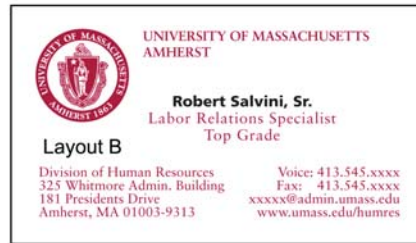
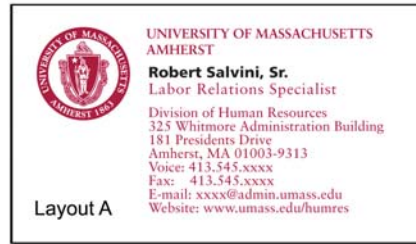
Fax this form to 413.586.7166. Don't forget to sign it first!

Your proof will be emailed within 2 business days.

Newer versions of Acrobat allow you to fill this form out right on your computer. Otherwise, print it first and fill out by hand. Enter all information EXACTLY as you want it on your business cards. We will typeset your cards based on what you provide; if something's in ALL CAPS, that is how we will print it.

Requirements:

- You must chose from one of the University approved designs.
- You must provide a valid UMass email address for us to send the proof to and for contacting you with any questions.
- You may choose Black ink for your name or all text at no additional cost; however the seal and the words "University of Massachusetts Amherst" must be printed in Maroon.
- The information on the card will be printed EXACTLY as you provide it below; check everything carefully before sending this form. If something doesn't apply, please enter "NONE" so we know you didn't forget anything. A \$5.00 charge applies if you change information or cancel your order after we create a proof. You will receive your proof within two business days, but we often create them within just a few hours, so make sure everything's correct before sending.
- Payment may be made by ProCard or Purchase Order.
- 2-sided cards are also available; call 413.586.7133 or email us if that is what you need (different pricing applies).



QTY	Price
250	\$30.00
500	\$40.00
1000	\$60.00

Name: _____ Email address: _____

Title: _____ Department: _____

Room Number & Building: _____

Street Address: _____

City: _____ State: _____ Zip+4: _____

Telephone (with ext): _____

Fax: _____ Cell: _____ (not applicable for Layout B)

Website Address: _____

Quantity: 250 500 1000 Ink Color: All text in Maroon

Paper Color: White Cream All text in Black

Layout: Layout A Layout B Layout D Name in Black, the rest Maroon

Payment: ProCard - Number: _____ Exp. Date: _____

Signature: _____

Purchase Order (enter number): _____

Delivery: Use address above I will pick up at the Hadley store

Use this address (on-campus only): _____

Notes: _____