

# BUSINESS CARD ORDER FORM

Please complete & forward to marketing. A new order must be filled out for every order. Any incomplete form will not be processed.

## STEP 1: SELECT QUANTITY

250 \$35    500 \$45    1,000 \$55

*Please note that prices are subject to change, depending on the vendor, stock, and turnaround time.*

## STEP 2: FILL OUT INFORMATION FOR CARD

Name: \_\_\_\_\_ Office: \_\_\_\_\_ Cell: \_\_\_\_\_

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

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

P.O. Number: \_\_\_\_\_ Email: \_\_\_\_\_

Address (if not 300 College Street, NE) \_\_\_\_\_

## STEP 3: PROVIDE PAYMENT INFORMATION

Purchase Order number:

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

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

**PLEASE NOTE: ORDERS WILL NOT PROCEED WITHOUT PO NUMBER**



Name goes here  
Department goes here  
Title goes here



p (803) 555-1212  
f (803) 555-1212  
e state@scsu.edu

300 College Street, NE  
P.O. Box ???  
Orangeburg, S.C. 29117-0001

**Standard**




Name goes here  
Title goes here

p (803) 555-1212  
f (803) 555-1212  
e scstate@scsu.edu

**SCState**  
UNIVERSITY

300 College Street, NE | P.O. Box ??? | Orangeburg, SC 29117-0001

**Cabinet/Board Members Only**

## STEP 4: SEND FORM

Scan/Email completed form to [dmillen@scsu.edu](mailto:dmillen@scsu.edu). A PDF proof will be sent via email to the requestor identified in Step 3.