

Norfolk State University

Printing Services

Business Card Ordering Procedures

It is required that a Purchase Order number be obtained in the correct amount **prior** to submitting Business Card Orders (Please refer to the pricing Guide below). These Purchase Orders should be directed to Printing Services using the ID# **0367197** to create your requisition and object code of **64006**-Printing Services On-campus Printing.

Business Card Prices

Quantity	Price
250	\$35.00
500	\$52.00

If your order requires a 3 day rush, please add \$25.00 to your business card order when entering your requisition into Colleague Financials to receive a Purchase Order number.

Note: You must fax or email the Printing Services with the requisition and/or purchase order number on the form.

Placing an Order

1. Fill out the Business Card Order Form Completely.
2. Please provide a name and telephone number of the person placing the order and indicate if your order is to be a “**Rush**” status in “**RUSH**” area of the Business Card Order Form. (If a 2-day rush order is required, the \$25.00 charge must be included in your Purchase Order on a separate description line. **A Purchase Order that does not include the \$25.00 Rush Charge will be processed as a Standard Order.**)
3. Once the form is completed, email it to printingservices@nsu.edu or fax it to 823-9585.
4. Printing Services will provide you with a proof via email.

Note: Please carefully proof the document. Pay close attention to spelling, grammatical errors, numbers, names, etc. Please send an approval via email, stating that the document is correct as is (unless there are noted changes) and printing may begin. Once proof has been approved, final production will begin.

5. Business card will be completed in 7-10 business day after requisition, purchase order and proofing stages are completed unless otherwise discussed with Printing Services.

**Printing Services
Business Card Order Form**



**700 Park Avenue
James A. Bowser Building, Suite 115
Norfolk, Virginia 23504**

Date _____

Requisition# _____

Office/Department _____

Purchase Order# _____

Telephone# _____

Submitted By _____

Fax# _____

Name of Job _____

Email _____@nsu.edu

☐ BUSINESS CARDS	Quantity	\$
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Make your selection below.

☐


INDIVIDUAL'S NAME
Title

Department Name
700 Park Avenue, Suite 340
Norfolk, Virginia 23504
P: 757-823-8670 F: 757-823-8670
dwspencer@nsu.edu



1. Your Name & Credentials (i.e.: Ph.D. M.A., etc.)

2. Your Title (i.e.: Director of, Department Head, etc.)

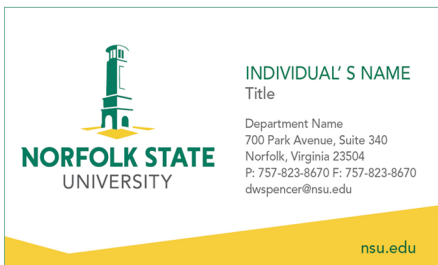
3. Your Department's Name (i.e.: Central Warehouse, Academic Affairs, etc.)

4. These 2 lines remain constant, but you can add a Suite # & a Zip code suffix (i.e. Suite 520,, -0800, etc.)

5. Your Telephone number on campus

6. Your Fax number on campus

7. Your Email address on campus (if, any)

☐


☐ **RUSH!!! include a \$25.00 rush fee in your requisition for each business card order if 2 day rush is required**

Comments

Pricing

- ☐ 250.....\$35.00
☐ 500.....\$52.00