

# Business Cards Order Form

Please Submit Form With Requisition To Purchasing Department For Processing

**Please Type or Clearly Print the Following Information** (any errors resulting from the data submitted is the responsibility of the department).

Name

Title

Department

Phone No.

Fax No.

Box No.

Email/Web Addresses (Lower Case)

**Proofs are required for new card set-up. The dept MUST return the authorized proof, *a minimum of 3 business days before the cards are due, (5 days if changes are needed)*, to avoid delivery delays. Please fax the proofs to Ira or Edwin's attention at 201-216-1668.**

## ALLOW 2–3 WEEKS FOR DELIVERY

Company: Proforma Eldon Associates

Phone: (585) 394-1539

Fax: (585) 394-9267

### Choices and Costs:

Quantity	500	1000
<b>Basic Card</b> —standard blue ink, less expensive card stock	\$48	\$56
<b>2-Color Card</b> —blue & gray on high quality card stock	\$142	\$172
Hard-copy proofs for approval before printing—each	\$8	\$8

TEACHERS COLLEGE  
COLUMBIA UNIVERSITY

PATRICIA WALKER  
MANAGER OF ADMINISTRATIVE SERVICES

BOX 198, 525 WEST 120TH STREET NEW YORK, N.Y. 10027-6696  
(212) 678-3133 • FAX (212) 678-4048 • E-MAIL pwalker@tc.columbia.edu