UH Hilo & HawCC BUSINESS CARD ORDER FORM

Please complete & forward to Graphics Services. A new form must be filled out for every order.

ST	EP 1: Sele	ct quantity					
_	00 cards = 00 cards =	\$15.00 \$25.00		250 cards = 500 cards*=	\$35.00 \$55.00	There will be a \$5.00 charge for all NEW layouts AND revisions.	
*For ord	ders over 500 or 2-s	sided cards, please call	Graphics (932-	-7323) or email (erynn	t@hawaii.edu)		
Date	Due:		A\$	510 rush fee will be as	sessed for orders re	equiring a delivery within 4 working	g days.
STI	EP 2: Fill o	out informat	ion for	card		□ UH Hilo □ Hav	vCC
Name:					Phone:		
Title:					Fax:		
Department:					Email:		
Division:					Website:		
Addre	ess (if not 200 \	N. Kāwili):					
STI	EP 3: Prov	ide paymen	t inform	ation			
UH Account to be charged:				CLER!	ICAL OR BILI	LING CONTACT INFO:	
П							
				-			
Grant Administrator: Contact number:			Phone:		Fax:		
CTI		41 0 40	•				
SII	EP 4: Get a	authorizatio	n signat	tures			
All bu	siness card ord	lers must be reviev	wed & appro	oved for correct co	ntent and paym	ent information prior to prin	ting.
Approv	ved for funding b	y department:					
	Name of Departmer Director, or VCAA (F	nt or Division Chair (UF HawCC)	H Hilo)*				
Signature				Signat	ture of Fiscal Officer	· (HawCC)	
*If you	are a Dept/Div Cha	ir ordering your own car	ds, you must ge	t an approving authority	to sign for you.		
STI	EP 5: Send	l form to Gr	aphics S	Services			
		mail completed for nt via email to the r				cs (LIB 308).	
FOR	GRAPHICS USE ON	NLY					Rev. 1/14
RCVI	D:			TION:		☐ BILLED AS A NEW JOB	
PROOF SENT: COMPLETED OF				D ON:		☐ ORDER PICKED UP / SENT OUT	