

The Reprographics Centre

The Old Schools, Trinity Lane, Cambridge CB2 1TN

Email: reprographics.enquiries@admin.cam.ac.uk

Web: www.em.admin.cam.ac.uk/operating-estate/facilities-management/reprographics

Please fill in all the information that you require on your business cards and complete the Billing Information section at the bottom of the page. Please read this form carefully before submitting and once complete save it and email to the address above.

Once we have received your completed form we will lay the cards out and send you a PDF proof for you to approve. You can continue to make changes until you have given approval for the cards to be printed.

If you have a different layout in mind then we require you to provide the files ready to print as either PDF or JPEG (at least 300dpi) files, we won't send a proof under these circumstances.

The standard size of business cards is 85 x 55mm and for full bleed cards we require a 3mm bleed on each edge making them 91 x 61mm.



**UNIVERSITY OF
CAMBRIDGE**

Department

Name

Job Title

Address,

Town, Postcode, UK

Tel: +44 (0)1223 *****, Mob: +44 (0)**** *

*****@cam.ac.uk

We only setup cards in the University's house style but we can however print cards that have already been setup in a different style.

Full Name:

Job Title:

Department:

Address:

Telephone:

Mobile:

Email:

Web:

Quantity:

Other Info:

Billing Information:

We need full information on who will be paying to make sure all invoices are processed correctly.

- For internal Divisions, Departments etc we require a copy of a purchase order or your department code.
- Univeristy of Cambridge College staff can be invoiced via there College.
- For external organisations, students or individuals payment is due on collection in cash or by card.

Details:

PO Number:
(optional)

UFS Dept Code:
(if known)