

Business Card Order Form

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. For double-sided cards please submit a form for each side.

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

Estates
Division

Your name here

Your job title here

Your address here
Town, Postcode, United Kingdom

+44 (0)7957 345623
name@cam.ac.uk
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:

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.
- University of Cambridge College staff can be invoiced via their College.
- For external organisations, students or individuals payment is due on collection by card.

Details:

PO Number:
(optional)

UFS Dept Code:
(if known)