

# BUSINESS CARD - ORDER FORM for AMERICAN UNIVERSITY

Please print information in the appropriate areas as indicated below.

**FAX YOUR ORDER TO: DeLong Lithographics: Fax 703.550.2032 • Tel: 703.550.2110**

The diagram shows a business card template with the following fields and callouts:

- 1**: NAME (points to the top name field)
- 2**: TITLE (points to the title field)
- 3**: YOUR HOME ADDRESS (points to the address field)
- 4**: FAX (points to the fax number field)
- 5**: E-MAIL (points to the email field)
- 6**: PHONE NUMBER (points to the phone number field)

The card content includes the American University logo, the text "AMERICAN UNIVERSITY WASHINGTON, D.C.", and placeholder text for "NAME", "WASHINGTON COLLEGE OF LAW", "TITLE", "YOUR HOME ADDRESS", "202-885-XXXX", "FAX: 202-885-XXXX", and "E-MAIL: xxxxx@american.edu".

Date Sent: \_\_\_\_\_ Date Needed : \_\_\_\_\_

Standard Quantity: 500 (\$55.00 + \$5.75 shipping in DC/MD/VA area)

Payment info: Credit Card # \_\_\_\_\_ Exp Date \_\_\_\_\_

Street address where billing is received: \_\_\_\_\_

3-digit approval number \_\_\_\_\_

SEND TO address if different from information on cards: \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

IMPORTANT: Fax number where we can fax proof of card: \_\_\_\_\_

## CARDS WILL NOT BE PRINTED WITHOUT APPROVAL FROM CLIENT

**1**

Select/Circle One:    **JD Candidate**    **LLM Candidate**    **JD/MA Candidate**

**2** Other \_\_\_\_\_

**3**

**4**

**5**

**6**