
WESTERN MICHIGAN UNIVERSITY

Business Card Order Form

Please fill in the following blanks necessary for the Western Michigan University Print Lab to process your business cards. A proof of your card will be sent to you for approval before printing.

If the proof is okay, please sign the proof copy before sending it back.

Scheduled turn around time is 7-10 business days.

WESTERN MICHIGAN UNIVERSITY	
	Dr. John Smith Director of News and Communication
Office of University Relations 300 E. Walwood Hall Kalamazoo, MI 49008-5433 OFFICE: (269) 387-0000 FAX: (269) 387-0001 E-MAIL: john.smith@wmich.edu WEBSITE: www.wmich.edu/wmu/news	

-OR-

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Name of individual

Individual's e-mail address

Title of individual

Department or personal web site

Name of College (ex: College of Arts and Sciences)

University Seal or "W"

Name of academic/administrative department

Contact name / who to send a proof to

Room number and building name

Contact fax number

Zip code plus mail stop (ex: 49008-5452)

Delivery / mailing address

Office phone number

Payment Method: (Personal check or FCC #)

Fax phone number

Cell phone number (optional)

ALL BUSINESS CARD ORDERS COME IN QUANTITIES OF 500

PLEASE FILL OUT THIS ORDER FORM AND FAX TO THE WMU PRINT LAB AT (269) 276-3501

YOU CAN CONTACT US AT (269) 276-3501 IF YOU HAVE ANY QUESTIONS

THANK YOU!