

Abbey Inc. Graphic Design & Support Services

www.abbeyinc.com

HOURS:

Monday - Friday

8:30a.m. - 5:30p.m.

Saturday

9:00a.m. - Noon

Business Card

Order Form

Please photocopy for future use.

A. Ship to Address *(Provide Imprint Information in Section B)*

Attention _____ e-Mail Address _____

Company Name _____

Street Address *(No P.O. Box Accepted)* _____

City _____ State _____ Zip _____

Phone _____

_____ Name and number of person to contact with questions

B. Imprint Information

Type or print carefully. Please inform us when content / order of content is different than on this form.
We are not Responsible for handwritten copy.

Individual Name _____ Email* _____

Designations _____ Company/Branch Name _____

Title _____ Address _____

Cell Phone Number _____ Address _____

Business Number _____ City, State _____

Toll Free _____ Zip _____

Fax _____ Web Site* _____

Email* and Web site may be case sensitive. Please type or print as you want it to appear.

Mortgage 800# _____

C. Product Description and Pricing

A charge of \$6.75 will be billed per additional proof.

Check one:

UV front only

UV Both sides

Item Description	Qty.	Total
Business cards, full color on both sides, full bleed, on 16pt with UV gloss on both sides OR only one side.	1000	\$53.00
Same a above, No Changes	Additional 1500	\$19.00



**3312 Godfrey Rd.
Godfrey, IL 62035**

**Toll Free: 800-737-1609
Ph: 618-466-3300
Fax: 618-466-3330**

**www.abbeyinc.com
email@abbeyinc.com**

Tax Note:

We do not collect sales tax. Client is responsible for remitting Consumer's Use Tax for their state.

N/A

Set up of Business Card \$6.75

Additional setup \$6.75 x _____

Please pay this amount **► Total**
U.S. Funds only

Orders not processed until payment is received. There will be a \$20.00 charge for any returned check or charge fee
Thank you for your order!

D. Important Information

1. We are not responsible for discrepancies in your order after 30 days from the shipping date of the order. We are unable to accept cancellations or changes once an order is processed. For your protection, incomplete orders will not be processed.
2. Product set up, availability and pricing are subject to change without notice.
3. Photos sent to Abbey Inc. for the purpose of reproduction on printed materials will become the property of Abbey Inc..

E. Photo Options

Must be vertical photos.

- On file e-mailed Mailing separately (Please do not send order with photo to avoid order duplication.)

F. Business Card Symbols

Maximum of 3 symbols



MULTIPLE LISTING SERVICE







Other

If selected Other, please advise:

G. Method of Payment

Orders processed after payment received.

Please charge my:

Addl. Fee Applies

Credit Card/
On Account No. _____

Exp. Date / / Authorization No. _____
Month Year 3 Digits on signature panel on back of Credit Card

Print Name _____

Signature _____
Required if using credit card.

Purchase Order No. _____ Cost Center # _____