

Today's Date: _____ Organization: _____

Name: _____

Phone: _____

Email: _____

Date needed by: Time:

Business Card Order Form

Rush / \$30 (2-business days turnaround time upon approval)

Rush jobs are not accepted during the following months due to mission related priorities: January, March, May, July, September & November.

1 Select quantity

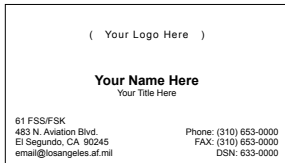
- 150 / \$35
 250 / \$40
 500 / \$60
 1,000 / \$90
 2nd side / \$5
 2nd side / \$10
 2nd side / \$10
 2nd side / \$15

Pricing for second side is for print only & based on ready to print artwork. Additional fee if design is required

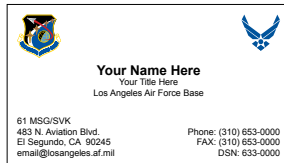
2 Select design

Reprint: _____

Sent File (send to LA.Star.Awards@us.af.mil)



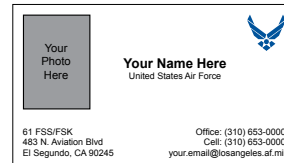
1



2



3



4



5

Add \$5 for bleed

3 Custom Design

Custom / \$15 each 30 min. (30 minute minimum)

4 Select paper

Gloss Matte Linen

5 Give us the details

6 Sign & Email to: LA.Star.Awards@us.af.mil

Minimum turn-around time is 5 business days upon approval of proof.
Additional time based on quantity of your order.

All work is limited to two (2) proofs. Additional proofs will be charged at \$15 each. A minimum of 30 minute labor fee (\$15) is charged for any alterations of artwork including resizing, re-typing, etc. **This form does not guarantee job acceptance until you have been contacted by phone or email to verify that your job has been received.**

Signature: _____ Date: _____

Office Use Only

Rush Design: _____ Total Due: _____

Payment Method: Cash Check Credit

PAID Deposited on: _____