



### PRINT SHOP

University Press Building  
office: 940.397.4235  
fax: 940.397.4979

### BUSINESS CARD ORDER

Print Shop Hours: Monday-Friday 8:00-5:00 pm  
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Closed for lunch: 12:00-1:00 pm

Email [lisa.butler@msutexas.edu](mailto:lisa.butler@msutexas.edu) or [andy.martinez@msutexas.edu](mailto:andy.martinez@msutexas.edu) using this fillable form as a guide to give us information to print on your business card, or fax the completed form to 397-4979.

All business cards are 2-sided. Only **ONE VERSION** is available for the **FRONT** with 5 lines allowed at the top and bottom for a **MAXIMUM of 10 lines** and a space between (*sample on the right*).

**No alterations of any kind can be made, and no additional information or lines can be added.**

#### FRONT



**Jane Somebody, MS, RN**  
Assistant Professor  
Wilson School of Nursing  
Robert D. & Carol Gunn College of  
Health Sciences & Human Services

3410 Taft Blvd., Bridwell 125  
Wichita Falls, Texas 76308-2099  
o 940.397.4444 f 940.397.4555  
c 940.761.1234 p 940.760.4321  
jane.somebody@msutexas.edu



maroon back

CHOOSE MAROON OR WHITE



white back

Line 1 \_\_\_\_\_  
Line 2 \_\_\_\_\_  
Line 3 \_\_\_\_\_  
Line 4 \_\_\_\_\_  
Line 5 \_\_\_\_\_

SPACE

Line 6 3410 Taft Blvd., Building (optional) \_\_\_\_\_  
Line 7 Wichita Falls, Texas 76308-2099  
Line 8 \_\_\_\_\_  
Line 9 \_\_\_\_\_  
Line 10 \_\_\_\_\_  @msutexas.edu or  Other: \_\_\_\_\_

**Pricing:**  250 = \$80     1000 = \$110     2000 = \$150  
 500 = \$90     1500 = \$130

Requested by: \_\_\_\_\_ Phone #: \_\_\_\_\_

Account # to charge: \_\_\_\_\_

pick up     send in campus mail-Bldg & Room \_\_\_\_\_

Prices are subject to change.

#### Save this fillable form to your desktop.

When your order is complete (filled out) send as an EMAIL ATTACHMENT to [lisa.butler@msutexas.edu](mailto:lisa.butler@msutexas.edu) and [andy.martinez@msutexas.edu](mailto:andy.martinez@msutexas.edu).

**We will send you a proof asking for corrections or approval to print.**