**Missouri State University-West Plains**

**Business Card Form**

**For a new business card:** Fill out this form with the information exactly as you want it to appear on your business card and send it to the printing services office with the *Printing Services Job Order Form*.

**For a reprint of a business card:** If you want a reprint of your business cards you do not need to use this form. Send your current card along with your revisions to the printing services office with the *Printing Services Job Order Form*.

Forms can be sent via email at [PrintingServices@MissouriState.edu](mailto:PrintingServices@MissouriState.edu), faxed to 417-837-2309 or sent through campus mail to the printing services office on the Springfield campus. The *Printing Services Job Order Form* can be found at <http://www.missouristate.edu/printing/>.

The printing services department on the Springfield campus will send you a proof via email for your approval and they will charge your account for the printing. The cards will come to you in campus mail.

Name:

Title:

Phone Number:

Fax Number:

Email Address:

Other:

Number of Cards: 250 ($43.05)500 ($52.65)1,000 ($83.30)

*Prices were current as of July 2015 and are subject to change.*