

Business Card Order Form

Please save this PDF and attach it to an email to Donovan Rook
(rrook@parkwayschools.net) in the District Print Shop.

Requester: _____ Bldg./Dept.: _____

Date Submitted: _____ Date Required: _____ Phone: _____

Account Code: _____

Quantity of cards ordered: 250 cards-\$9.00 500 cards-\$ 18.00 1,000-\$36.00

Style of card: Glossy finish
Non-glossy/matte finish *note: this option works best if you need to write on the card*

*Choose one design
for the front of your
business card.*



Front 1



Front 2

*Choose one design
for the back of your
business card.*



Back 1



Back 2

Type information exactly as you would like it to appear on your cards:

Name (credentials optional): _____

Title: _____

Building/School: _____

Business Address (street/city/zip code): _____

Business phone number / fax number: _____

Cell phone: _____ E-Mail address : _____

THIS SECTION FOR PRINT SHOP ONLY

JOB # _____

Machine # _____ Date Received _____ Date Completed _____ Total Cost _____