

ORANGE COUNTY COMMUNITY COLLEGE
Middletown, NY 10940

Institutional Advancement Office
BUSINESS CARD ORDER FORM

Printing requirements dictate a three line copy limit. Please type or print your Name, Title and Department, Phone Number, Fax Number and #-mail address as you want it to appear on your business card. Fax number should appear on all business card orders. You must have signature of your Chairperson or Vice President and budget number on this form.

Please return the completed form to Diane Bress, Institutional Advancement. This form must accompany any official order for business cards. There is a minimum order of 250 cards per individual. The cost (subject to change) is as follows:

Select one: One sided cards	\$40.45 for 250	\$52.82 for 500	\$59.14 for 1,000	
Two sided card:	\$64.45 for 250	\$76.25 for 500	\$92.50 for 1,000	10-09

TO ENSURE ACCURACY, ALL INFORMATION MUST BE TYPED



Copy A: (Name) _____

Max. 2 Lines of Copy
Max. 40 Characters per line

(Title or Department) _____

Copy B: Middletown Address: 115 South Street, Middletown, NY 10940
 Newburgh Extension Address: One Washington Center, Newburgh, NY 12550

Phone Number: (845) _____

Fax Number: (845) _____

E-mail: _____@sunyorange.edu

Second Side of Card (optional) to read: Appointment
Yes _____ No _____ Date
Time

Dept. Chair or Vice President's Signature _____

Budget Number and Amount to be Charged _____ \$ _____

Date Requested _____