

# VERTICAL FORMAT

## CPP Business Card Order Form, V8

Complete the order form and email to [graphics@cpp.edu](mailto:graphics@cpp.edu)

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA  
**GRAPHIC COMMUNICATIONS SERVICES**

Date to Shop \_\_\_\_\_

To Print \_\_\_\_\_

Date Shipped \_\_\_\_\_

Initials \_\_\_\_\_

LINE 1 - Name

LINE 2 & LINE 3 - Postnominal/s

LINE 4 - Pronouns **OPTIONAL**

LINE 5 & 6- Title

LINE 7 & 8 - Department/Division **OPTIONAL**

LINE 9 - Telephone

LINE 10 - Mobile **OPTIONAL**

LINE 11 - Fax number **OPTIONAL**

LINE 12 - Email

LINE 13/14 Building Number & Room Number **OR** CPP Formal Title **SELECT ONE OF TWO OPTIONS**  
*Select "Yes" for the Building Number and Room Number option and indicate the Building Number and Room Number below. This option will eliminate the CPP Formal Title. (See sample "B") If the Building Number and Room Number is not indicated below, the CPP Formal Title will appear. (See sample "A")* **Yes No**

LINE 15 & 16 - CPP Address **STATIONARY**  
 3801 West Temple Ave. Pomona, CA 91768

LINE 17 - cpp.edu or Department URL

LINE 18- Facebook.com/CPP college or department **OPTIONAL**

### SAMPLE A



Dr. Billy Bronco,  
 SPHR, SHRM-SCP, CCP,  
 CPLP, CLRP

Professor  
 Department of Management and  
 Human Resources

T 909 - 869 - 0000  
 M 909 - 000 - 0000  
 E billybronco@cpp.edu

California State Polytechnic  
 University, Pomona  
 3801 West Temple Ave.  
 Pomona, CA 91768  
[www.cpp.edu/~XXXXXXXXXXXXXX](http://www.cpp.edu/~XXXXXXXXXXXXXX)

### SAMPLE B



Billy Bronco

He/Him/His  
 Professor  
 Department of Management and  
 Human Resources

T 909 - 869 - 0000  
 M 909 - 000 - 0000  
 F 909 - 000 - 0000  
 E billybronco@cpp.edu

3801 West Temple Ave.  
 Building 100, Room 1001  
 Pomona, CA 91768  
[www.cpp.edu/~XXXXXXXXXXXXXX](http://www.cpp.edu/~XXXXXXXXXXXXXX)

### SPECIAL INSTRUCTIONS / INFORMATION FOR BACK SIDE OF CARD:

The back panel prints in black only, except for replication of the front panel such as the Chinese version

### NUMBER OF BOXES

(250 cards per box)

ONE THREE  
 TWO FOUR

ONE SIDE  
 TWO SIDED