VERTICAL FORMAT
CPP Business Card Order Form
Complete the order form and email to ngiangreco@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 - CPP Formal Title | **OPTIONAL**
California State Polytechnic University, Pomona | 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**

MAXIMUM 14 LINES
Fill in the fields that you would like, not to exceed 14 lines.
(Two lines are for the CPP address)

A proof will be sent prior to printing. If changes are made after a proof has been sent - it may delay your order.

SAMPLES

CalPolyPomona

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

Professor
Department of Management and
Human Resources

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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   TWO   THREE   FOUR

ONE SIDE   TWO SIDED