

HORIZONTAL FORMAT

CPP Business Card Order Form

Complete the order form and email to graphics@cpp.edu

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
GRAPHIC COMMUNICATIONS SERVICES

Date to Shop _____
To Print _____
Date Shipped _____
Initials _____

MAXIMUM OF EIGHT LINES

Fill in the specific fields, not to exceed eight lines (*one line is 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.

LINE 1 & Line 2- Name & Postnominal/s

Line 3 - Title

LINE 4 - Telephone

LINE 5 - Mobile or Fax

LINE 6 - Email

LINE 7 - CPP Address 3801 West Temple Ave. Pomona, CA 91768
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LINE 8 - cpp.edu or Department URL
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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
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NUMBER OF BOXES <i>(250 cards per box)</i>			
ONE	TWO	THREE	FOUR

ONE SIDE	TWO SIDED
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SAMPLE

	CalPolyPomona
Lines 1 & 2	Dr. Billy Bronco, SPHR, SHRM-SCP, CCP, CPLP, CLRP
Line 3	Professor, Management and Human Resources
Line 4	T 909-869-2433
Line 5	M 909-869-2433
Line 6	E rubendelgado@cpp.edu
Line 7	3801 West Temple Ave., Pomona, CA 91768
Line 8	www.cpp.edu