

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

**BUSINESS CARD  
 ORDER FORM**

ALL ORDERS MUST BE IN MULTIPLES OF 250

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

**Instructions:** Complete the information below as you would like it to appear on the business card. A PDF proof will be sent to your email prior to printing. Please respond to the email indicating any changes or edits. If there are no changes, please type "approved" in the subject line of your response email. If you do have changes, mark "changes as noted" in the subject line of your response email and specify changes in the body of your email message.

DATE NEEDED:	<input type="checkbox"/> MAIL <input type="checkbox"/> PICK-UP	CHARGEBACK ACCOUNT NO.:	<b>FOR GRAPHICS USE ONLY</b>
DEPARTMENT:	<input type="checkbox"/> ONE SIDE <input type="checkbox"/> TWO SIDED	# OF BOXES (250 cards per box)	
CONTACT PERSON:		EXTENSION:	EMAIL PROOF TO:

W.O. No. _____	Printing Charge _____
Date Logged _____	Date Shipped _____

**THE FOLLOWING INFORMATION WILL BE INCLUDED ON BUSINESS CARD.**

**TRADITIONAL**  
 MAX OF **11** LINES PER CARD WITH **2** STATIONARY LINES.

<b>CAL POLY POMONA</b>	<b>Name</b> <b>Title</b> <b>Department</b> <b>Other (optional)</b>  California State Polytechnic University, Pomona 3801 West Temple Avenue, Pomona, CA 91768  <b>O</b> <b>C</b> <b>F</b> name@cpp.edu www.cpp.edu
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**FOUNDATION**

<b>Name</b> <i>Title</i> <i>Department</i>	O: 909. 3801 W. Temple Ave. • Bldg. name@cpp.edu F: 909. Pomona, CA 91768-4038 foundation.cpp.edu  <b>Cal Poly Pomona Foundation</b>
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**KELLOGG WEST**

 <b>Name</b> <i>Title</i>	Kellogg West Conference Center & Hotel P: 909. 3801 W. Temple Ave. • Bldg. name@cpp.edu F: 909. Pomona, CA 91768-4038 www.kelloggwest.org  <b>Cal Poly Pomona Foundation</b>
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**ATHLETICS**

	<b>Name</b> <b>Title</b> <b>Division</b>  California State Polytechnic University, Pomona 3801 West Temple Avenue, Pomona, CA 91768  <b>O</b> <b>C</b> <b>F</b> name@cpp.edu www.broncoathletics.com
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**POLICE**

<b>STATE UNIVERSITY POLICE</b>  <b>Name</b> <i>Title</i>	  3801 West Temple Ave., Pomona, CA 91768 <b>Telephone</b> <b>Fax</b> <b>E-mail</b> name@cpp.edu 
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**SPECIAL INSTRUCTIONS / INFORMATION FOR BACK SIDE OF CARD:**

- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> TRADITIONAL | <input type="checkbox"/> KELLOGG WEST |
| <input type="checkbox"/> ATHLETICS   | <input type="checkbox"/> POLICE       |
| <input type="checkbox"/> FOUNDATION  |                                       |