CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
BRONCO COPY'N MAIL

909.869.3011 / 3296 | glmiani@cpp.edu / broncocopy@cpp.edu | Bldg 35-1210

BCM BRONCO COPY'N MAIL Cal Poly Pomona

CPP STUDENT BUSINESS CARD
O R D E R   F O R M

ALL ORDERS MUST BE IN MULTIPLES OF 10 | Complete the order form and email to glmiani@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, type "changes as noted" in the subject line of your email response.

NAME (PLEASE PRINT):

PHONE NUMBER:

EMAIL PROOF TO:

DATE NEEDED:

SIGNATURE:

PRICING TABLE

QUANTITY	COST	9.5% TAX	TOTAL
50	$13.00	+$1.24	$14.24
100	$18.00	+$1.71	$19.71
150	$23.00	+$2.19	$25.19
200	$28.00	+$2.66	$30.66
250*	$30.00	+$2.85	$32.85
500*	$40.00	+$3.80	$43.80

*TRIMMING AND BUSINESS CARD BOX INCLUDED

OR

QUANTITY($3 EVERY 10 CARDS & $4 TRIMMING)   Total

FOR BCM USE ONLY

DATE RECEIVED

PROOF 1 DATE   INIT.

APPROVAL DATE   INIT.

DATE COMPLETED

Additional Charges

10-250 CARDS
☐ +$10 2ND SIDE
☐ +$10 BLEED
251-500 CARDS
☐ +$15 2ND SIDE
☐ +$15 BLEED
(PLEASE INQUIRE FOR PRICING ON LARGER QUANTITIES)

BUSINESS CARD BOX
☐ +$0.75 BUSINESS CARD BOX (HOLDS 100 CARDS)
☐ +$1.00 BUSINESS CARD BOX (HOLDS 250 CARDS)

☐ +$10 RUSH CHARGE (SAME DAY OR NEXT DAY)
(RUSH ORDERS MUST BE PLACED BEFORE NOON FOR SAME DAY)

*PLEASE NOTE THAT IF YOU WISH TO CANCEL YOUR ORDER BEFORE IT IS COMPLETED, THERE WILL STILL BE A $5 DESIGN CHARGE

THE FOLLOWING INFORMATION WILL BE INCLUDED ON THE BUSINESS CARD.
A maximum of nine lines allowed on the card with one stationary line with the Cal Poly Address.

NOTE: Per CPP Graphic Standards, the fonts and sizes are established and may not be changed. Must be stated on the card "Student," "Graduate Student," "MBA Student," or Graduation Date: such as, quarter and year.
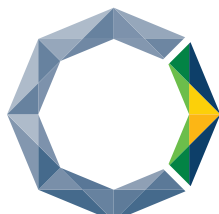
CalPoly Pomona

Name:

Student or Graduation Date:
College:
Other (optional):

3801 West Temple Avenue, Pomona, CA 91768

C Telephone:

E-mail: @cpp.edu
(Optional) www.cpp.edu