BUSINESS CARD ORDER FORM

Cornell University Digital Print Services
Phone: 607-255-2524 • Fax: 607-255-4319 • E-mail: digital@cornell.edu • Web: bigredprint.cornell.edu

CUSTOMER INFORMATION (* required fields):

* Contact: ________________________________

* Department: __________________________

* Email: ________________________________

* Phone: ________________________________

Fax: ____________________________________

* Contact Address: ________________________

________________________________________

* Shipping Address (if different): ____________

________________________________________

Your Name Here
Your Title or Position
Your Unit

Cornell University
Your School, Dept., or Division

305 Your Hall
Ithaca, NY 14853
t. 607.255.2524
f. 607.255.4319
digital@cornell.edu

☐ 250 cards  ☐ 500 cards  ☐ 1000 cards

For items 1-10, please fill out the form below as you would like the information to appear on your cards.

1. Name______________________________

2. Title or Position____________________

3. Primary Unit_______________________

4. Secondary Unit (optional) ___________

5. Tertiary Unit (optional) _____________

6. Address____________________________

7. Telephone__________________________

8. Cellular (optional)__________________

9. Fax______________________________

10. E-mail:___________________________

11. Web address (optional)_____________