



## Business Card Order Form

### Salem Printing Company

900 Iowa Street • Salem, VA 24153

**TELEPHONE:** (540) 387-1106

**TOLL FREE:** (800) 310-3888

**FAX:** (540) 387-1139

**EMAIL:** randy@salemprinting.com

Date Ordered: _____		Date Needed: _____		
Product	Quantity	Number of Boxes	Unit Price	Extended Price
Business Cards	250		\$30.00	
Business Cards	500		\$45.00	
Business Cards	1,000		\$65.00	

### **BUSINESS CARD TEMPLATE OR ATTACH OLD CARD. PLEASE PRINT**

NAME:\* \_\_\_\_\_

TITLE:\* \_\_\_\_\_

OFFICE/DEPARTMENT: \_\_\_\_\_

ADDRESS:\* \_\_\_\_\_

CITY, STATE, ZIP:\* \_\_\_\_\_

OFFICE PHONE:\* \_\_\_\_\_ EMAIL:\* \_\_\_\_\_

FAX: \_\_\_\_\_ MOBILE: \_\_\_\_\_

**\*REQUIRED**

### **PROOFS OF CHANGES WILL BE FAXED OR E-MAILED TO YOU. PLEASE CHECK, INITIAL, AND NOTE CHANGES; OR SIGN "OK"**

ORDERED BY: \_\_\_\_\_

**WHERE PROOF IS TO BE SENT:**

AUTHORIZED BY: \_\_\_\_\_

FAX: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

### **Delivery Instructions**

Business card orders may be picked up at Salem Printing Company, 900 Iowa Street, Salem, VA or shipped to customer. Please check your choice.

I WILL PICK UP MY ORDER AT SALEM PRINTING COMPANY

PLEASE SHIP MY ORDER (\$10/SINGLE BOX; ACTUAL COST FOR MULTIPLE BOX ORDERS)

### **Exact UPS/Delivery Address**

BUILDING: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

ATTN: \_\_\_\_\_

PHONE: \_\_\_\_\_

**Please fax this form to (540) 387-1139 or email it to randy@salemprinting.com.  
If you have any order questions, please call Randy at (540) 387-1106.**