



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: charles@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 (*shipping will go in bulk once 3 or more orders are ready to ship*)

Exact UPS/Delivery Address

BUILDING: _____

DEPARTMENT: _____

STREET: _____

CITY, STATE, ZIP: _____

ATTN: _____

PHONE: _____

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