


# NWACC Marketing Department Business Card Order Form

For more information contact Norma Dees, Director of Marketing, 479-936-5116

Fax order to 936-5198

Below are the approved styles of business cards. Please check the box to the left for the one you prefer.




**JANE DOE, Ed.D**  
Title

479-000-0000  
479-000-0000 FAX  
email@nwacc.edu

ONE COLLEGE DRIVE  
BENTONVILLE, AR 72712  
1-479-636-9222 • 1-800-995-6922  
www.nwacc.edu

Faculty/Staff Card



**JANE DOE, Ed.D**  
Title

479-000-0000  
479-000-0000 FAX  
email@nwacc.edu

ONE COLLEGE DRIVE  
BENTONVILLE, AR 72712  
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Executive Card (AVPs, Deans & Executive Directors)

Name \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

**Cards Copied In-House**

Faculty/Staff cards are available in lower quantities that are copied in-house by the Marketing Department and charged to your department's Org number. (Circle desired quantity)

20 cards	\$1.00	
50 cards	\$2.50	
100 cards	\$5.00	ORG _____

**Cards Printed at U of Arkansas Printing Services**

Faculty/Staff cards in quantities over 100 and all Executive cards are printed at University of Arkansas Printing Services.

Faculty/Staff printed cards	500	\$35.50
Executive cards	500	\$35.50

**To order printed cards:**

1. Fill out order form
2. Generate a purchase requisition to:  
University of Arkansas Printing Services  
1580 W. Mitchell  
Fayetteville, AR 72701
3. Forward signed purchase requisition to the Marketing Department, along with completed business card order form.
4. Marketing will design your business card and email a proof sheet to you.
5. The cards will be ordered as soon as your signed proof sheet is returned to Marketing and Purchasing issues a purchase order number.