

**THE UNIVERSITY OF TULSA**  
**BUSINESS CARD ORDER FORM**

Please type clearly the information you want on your business card on the lines below. In addition, send 2 originals of your sample.

1 \_\_\_\_\_  
2 \_\_\_\_\_  
3 \_\_\_\_\_  
4 \_\_\_\_\_  
4b \_\_\_\_\_  
5 \_\_\_\_\_  
6 \_\_\_\_\_  
7 \_\_\_\_\_  
7b \_\_\_\_\_

1 through 7 are the standard lines for University of Tulsa Business Cards.

4b and 7b are provided for additional information if needed. Printers will adjust spacing if additional lines are needed.

- |    |                        |    |                                  |
|----|------------------------|----|----------------------------------|
| 1  | Name                   | 5  | Office or Hall, Room No., Street |
|    | Address                |    |                                  |
| 2  | Title                  | 6  | City, State, Zip, Phone, Fax     |
| 3  | Title                  | 7  | E-Mail address                   |
| 4  | Title                  | 7b | Additional Information           |
| 4b | Additional Information |    |                                  |

**Note:**

**E-Mail Address** - Use upper case and lower case letters where applicable.

**NO Changes**

(If there are no changes required from your old card, attach your old card to this form and write **NO Changes** across form)