



## Business Card and Notepad Order Form

Hobart and William Smith Colleges have contracted with the Printing Center, 140 Castle Street, Geneva, to print all business card and notepad orders. Departments should place these orders directly, following the procedure below. The Printing Center has agreed to follow the approved format set by the Colleges. If you have format questions or concerns, please contact Sandra Devaux, devaux@hws.edu.

### PROCEDURE

**Placing your order:** Send completed form to **The Printing Center via email: print@komaraprinting.com**  
Please note that orders will not proceed without a purchase order number.

**Approving copy:** The Printing Center will email you a proof of your card and/or notepad prior to printing. Please review proof(s) for accuracy and email the proof back to the Printing Center with your corrections or approval to print.

**Delivery:** If you approve the proof promptly, your cards/notepads will be delivered via campus mail within two weeks of receipt of your order. If your order is not delivered in that time frame, please call The Printing Center, (315) 789-2014.

### BILLING INFORMATION

Order Date \_\_\_\_\_ Purchase Order Number (required) \_\_\_\_\_

Person to email proof to \_\_\_\_\_ Email \_\_\_\_\_

### BUSINESS CARD/NOTEPAD INFORMATION:

Name \_\_\_\_\_

Title \_\_\_\_\_

Office or Department \_\_\_\_\_

Office/Dept. Address \_\_\_\_\_

*(Street Address or Building Name)*

Geneva, NY 14456

Office phone \_\_\_\_\_

Office fax \_\_\_\_\_

Cell phone (OPTIONAL) \_\_\_\_\_

Email address \_\_\_\_\_

**Business Cards (check one):**

- 100 (\$42)
- 250 (\$55)
- 500 (\$75)
- 1000 (\$115)

**Notepads**


**Small (\$50) (check one):**

- (5) half cut **OR**
- (10) quarter cut

**Large (\$60) (check one):**

- (10) half cut **OR**
- (20) quarter cut
- mixed (half of each size)

Sample Business Card Format




**FIRST NAME LAST NAME**  
Title Line 1  
Title Line 2

**HOBART AND WILLIAM SMITH COLLEGES**

Office of xxxxxxxx  
300 Pulteney Street  
Geneva, NY 14456  
www.hws.edu

P. (315) 781-xxxx  
F. (315) 781-xxxx  
C. (315) xxx-xxxx  
name@hws.edu


Sample Notepad Format (Quarter cut - 5.5 x 4.25")



**HOBART AND WILLIAM SMITH COLLEGES**

**FIRST NAME LAST NAME**  
Title

Sample Notepad Format (Half cut - 5.5 x 8.5")



**HOBART AND WILLIAM SMITH COLLEGES**

**FIRST NAME LAST NAME**  
Title

Office or Department  
Building or Street  
Geneva, NY 14456  
www.hws.edu

P. (315) 781-xxxx  
F. (315) 781-xxxx  
C. (OPTIONAL)  
email@hws.edu