

LEWIS UNIVERSITY

BUSINESS CARD ORDER FORM

Lewis University business cards are now being produced by an outside vendor. Turnaround time is approximately 1-2 weeks from the day the order is received. Please be sure to include your account number along with your supervisor's signature.

(TO BETTER ENSURE THE ACCURACY OF YOUR BUSINESS CARDS, PLEASE TYPE OR PRINT LEGIBLY.
THE ELECTRONIC FILE CAN BE COMPLETED AND PRINTED FROM YOUR COMPUTER USING ADOBE READER.)

BILLING INFORMATION

Department _____
Account Number _____
Supervisor's Signature _____

INFORMATION (EXACTLY AS IT SHOULD APPEAR ON THE CARD)

❶ Name _____
❷ Title (up to two lines) _____

❸ Phone Number _____
❹ Fax Number _____
❺ University E-mail Address _____

THE MISSION STATEMENT OF LEWIS UNIVERSITY

Lewis University, guided by its Catholic and Lasallian
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LEWIS UNIVERSITY
A Catholic and Lasallian University

One University Parkway
Romeoville, IL 60446-2200
www.lewisu.edu

JANE SMITH
Senior Financial Analyst

(815) 836-5299
Fax (815) 838-1267
smithja@lewisu.edu

SAMPLE CARD

❶ Name
❷ Title (up to two lines)
❸ Phone Number
❹ Fax Number
❺ University E-mail Address

BACK

FRONT

All completed order forms should be sent via campus mail to Marketing and Communications, Unit 196 or faxed to (815) 838-1267. Direct questions or concerns to extension 5291.