Lewis University, guided by its Catholic and Lasallian Heritage, provides to a diverse student population programs for a liberal and professional education grounded in the interaction of knowledge and fidelity in the search for truth. Lewis promotes the development of the complete person through the pursuit of wisdom and justice. Fundamental to its Mission is a spirit of association which fosters community in all teaching, learning and service.

**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**

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**INFORMATION (exactly as it should appear on the card)**

1. **Name**
2. **Title (up to two lines)**
3. **Phone Number**
4. **Fax Number**
5. **University E-mail Address**

**SAMPLE CARD**

8/4/02

JANE SMITH  
Senior Financial Analyst

A Catholic and Lasallian University

LEWIS UNIVERSITY

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Romeoville, IL 60446-2200  
www.lewisu.edu

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

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.