



DOI Business Cards Order Form

Creative Communication Services 202-208-6725 Customer Service
 Orders can be placed at Room 1642 or Fax Order Form to 202-219-2360

Please fill out the requestor's information

Name:		Credit Card No:	
Phone Number:	Request Date:	Name:	Exp Date:

Please fill out the recipients's information

Name:	Address:
Title:	
Office:	
Division:	
Phone:	Cell:
Fax:	Email:

Available layouts of business cards (actual size)

Please check the appropriate box

A



**UNITED STATES
DEPARTMENT OF THE INTERIOR**
OFFICE OF THE SECRETARY

Your Name
 Your Title
 Your Office
 Your Division

Primary Business Address 555-555-5555
 Address Line 2 Cell 555-555-5555
 Address Line 3 Fax 555-555-5555
 Address Line 4 firstname_m_lastname@xxx.gov

C



**UNITED STATES
DEPARTMENT OF THE INTERIOR**
OFFICE OF THE SECRETARY

Your Name
 Your Title
 Your Office
 Your Division

Primary Business Address Telephone: 555-555-5555
 Address Line 2 Cell: 555-555-5555
 Address Line 3 Fax: 555-555-5555
 Address Line 4 E-mail: firstname_lastname@xxx.gov

B



**UNITED STATES
DEPARTMENT OF THE INTERIOR**

Your Name
 Your Title
 Your Office
 Your Division

Primary Business Address 555-555-5555
 Address Line 2 Cell 555-555-5555
 Address Line 3 Fax 555-555-5555
 Address Line 4 firstname_m_lastname@xxx.gov

D

UNITED STATES DEPARTMENT OF THE INTERIOR



Your Name
 Your Title
 Your Office
 Your Division

Primary Business Address 555-555-5555
 Address Line 2 Cell 555-555-5555
 Address Line 3 Fax 555-555-5555
 Address Line 4 firstname_m_lastname@nbc.gov

Description of card requested

Please check all boxes that apply

Available combinations:	Quantity	250	500	1000	Other Quantity:
Black or Blue Seal and Font	Price	\$29.35	\$33.43	\$39.11	Black Blue
Gold Seal w/ Black or Blue Font	Price	\$61.30	\$77.25	\$98.78	Black Blue
Raised Foil Seal w/ Black or Blue Font	Price	NA	\$87.25	\$108.78	Black Blue
Sculpted Gold Seal w/ Black or Blue Font	Price	NA	\$97.50	\$119.00	Black Blue

- ★ If ordering Raised Foil Cards please note there is a four week turnaround time.
- ★ Business cards printed in house will be delivered within five business days.

Contact Jennifer Stevenson for all samples @ 202-208-6725

Customer signature:

Creative Communication Services can assist you with all of your graphic needs. Please call 202-208-6725 to discuss requested services.