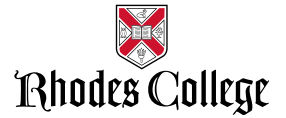




# Request for Printing Business Cards

Metro Graphics, LLC  
Phone (901) 417-7128



**COMPLETE FORM, SAVE TO DESKTOP AND EMAIL TO: [design@GoMetroGraphics.com](mailto:design@GoMetroGraphics.com)**

Department: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Account #: \_\_\_\_\_

Date Needed: \_\_\_\_\_

## ORDERED BY:

## DELIVER TO:

Name: \_\_\_\_\_

Building: \_\_\_\_\_

Phone: \_\_\_\_\_

Room #: \_\_\_\_\_

Email: \_\_\_\_\_

Add'l Info: \_\_\_\_\_

## CARD INFORMATION

# of sets to order: \_\_\_\_\_

One order is a set of 500 Business Cards.

Please enter below the **EXACT** information to be printed on the cards.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Number: \_\_\_\_\_

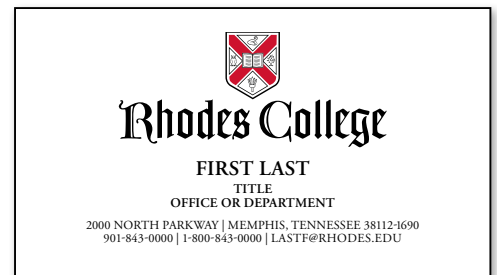
Email: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Sample Card



Fill out your information **EXACTLY** as you want it to read on your cards. A proof will be emailed to you. Please call or email Metro Graphics to either make changes or to OK the proof. Please try to get all the information correct on this form so the order will not be delayed if changes have to be made after the initial type setting. Delivery will be a week after receiving the order.