



# Request for Printing Athletic 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 and indicate whether you would like a card with the shield logo or the lynx logo.

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

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

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

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

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

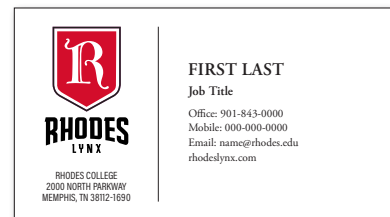
Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Sample Cards

Shield



Lynx



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.