

Business Card Order Form - Part 1

Please type or print very clearly in black ink. COPY this form for future orders!

1. Customer & Shipping Information (TELL US WHERE TO SHIP YOUR ORDER)			Lighthouse for the Blind, Inc. SKILCRAFT® Business Products Division P.O. Box 14959 Seattle, WA 98114-0959 206-329-6720 800-799-0402 Fax: (206) 322-4419		
Name of Person Placing Order		Date			
Telephone No.	Fax No.				
Name of Agency, Company, Division, Branch, and/or Office					
Delivery Address (P.O. Box or Street Address)					
Additional Information (Fedstrip, E-mail Address, other)			This column for SKILCRAFT® use		
City	State	Zip			
2. Payment Method <input type="checkbox"/> Credit Card <input type="checkbox"/> Payment Enclosed <input type="checkbox"/> Bill Agency <input type="checkbox"/> PO # _____					
Credit Card No., Money Order No., or Check No.		Exp. Date of Credit Card			
NOTE: Authorized signature required to process credit card orders. In order to assure prompt delivery, please check your order for completeness and accuracy. Changes may incur additional processing charges.					
Authorized Signature of CC Holder			Print Name of Card Holder		

Agency Billing Address	City	State	Zip
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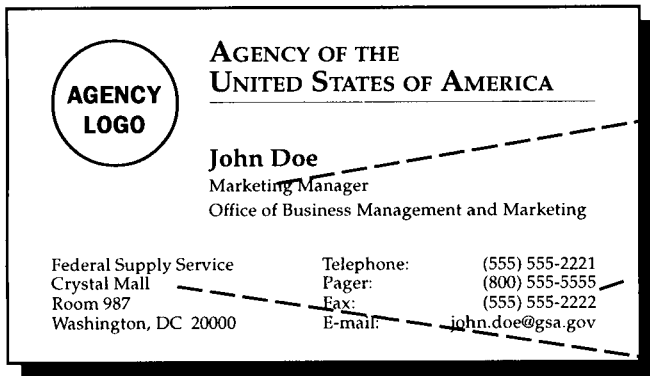
ORDER SUMMARY - Prices include regular delivery & handling													
Type of Card	Style					Ink Color		Catalog No.	No. of Boxes	Price per Box	Total		
Offset Print-One Side	A	B	C	D	E	Black	Blue						
250								BC0102		@ \$16.50 ea.			
500								BC0105		@ \$19.00 ea.			
1000								BC0110		@ \$22.50 ea.			
Offset Print-Two Sides	A	B	C	D	E	Black	Blue	Catalog No.	No. of Boxes	Price per Box			
250								BC0202		@ \$21.50 ea.			
500								BC0205		@ \$25.50 ea.			
1000								BC0210		@ \$29.50 ea.			
W/Foil Logo-One Side	A	B	STYLES C, D & E NOT OFFERED IN FOIL			Black	Blue	Catalog No.	No. of Boxes	Price per Box			
250										BC0302		@ \$40.00 ea.	
500										BC0305		@ \$50.00 ea.	
1000										BC0310		@ \$65.00 ea.	
W/Foil Logo-Two sides	A	B	STYLES C, D & E NOT OFFERED IN FOIL			Black	Blue	Catalog No.	No. of Boxes	Price per Box			
250										BC0402		@ \$50.00 ea.	
500										BC0405		@ \$60.00 ea.	
1000										BC0410		@ \$75.00 ea.	
Total Number of Orders													

Expedite shipment available. Please call for rate.

Business Card Order Form - Part 2

Instructions: Fill out Part 1 and Part 2 of the Order Form. Type or print **clearly**.
 Fax both sides to: (206) 322-4419 or
 Mail to: Skilcraft, P.O. Box 14959, Seattle, WA 98114-0959
 For Customer Assistance: Call **(800) 799-0402**

Text for Card: Type or print information *exactly* as it is to appear on card. Use upper and lower case letters. Use abbreviation *only* if you wish them to be used on your actual card (Note: the state in address block will always be abbreviated). Attach separate sheet if necessary to display all information clearly. If any line is not needed, leave it blank on the form below. Cards are made as shown in examples below using recycled paper (50% recycled/20% postconsumer, ECF) and soy-based ink in one color (black or dark blue).



Style A
Horizontal Example

STYLE: USDA - ARS TEMPLATE ONLY

Agency Logo or Seal USDA - ARS	2 Sided* <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Foil <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	Color <input checked="" type="checkbox"/> BLACK <input type="checkbox"/> BLUE
(1) Name		Quantity: <input type="checkbox"/> 250 <input type="checkbox"/> 500 <input type="checkbox"/> 1,000	
(1) Title or Other Designation			
(1) Division, Branch, Office, etc.			
(2) Address		(3) Telephone	
(2) Address		(3) Fax	
(2) Address		(3) Other telephone (Pager, DSN, etc. <i>INDICATE WHAT KIND</i>)	
(2) City, State & Zip		(3) E-mail, URL Address, etc.	

*Optional: Information to Appear on Back of Card (Text only. Type style will match front of card, attach separate sheet if necessary)

In cases where copy is difficult to read, proofs may be required. Customer assumes responsibility for accuracy when signing off on proofs. Proofs may delay your order. **Please print clearly.**