



Rev. 8/06/2007

Business Card Order Form

5635 Harris Hill Road • Williamsville, NY 14221
(716) 741-3300 • FAX: (716) 741-4225 1-800-775-5515
(9 am to 5 pm EST) • Email: ehpmail@roadrunner.com

- New Customer
 - Existing Customer
 - Exact Repeat Changes
 - Please write out your card info at right**
(Use back side of form for two sided cards or if necessary)
- If you are ordering for someone else:

Your Name: _____
Phone#: _____

Quantity	Back Printing?
<input type="checkbox"/> 500	<input type="checkbox"/> No - None
<input type="checkbox"/> 1000	<input type="checkbox"/> Yes - Custom (attached)
<input type="checkbox"/> 2000	<input type="checkbox"/> Yes - Standard back # _____

Area for writing out card information as requested.

Do You Have a Photo Or Artwork to send?

- I will email my photo to you
- I will email art/logo
- I will send my photo by regular mail.
- I dont have a photo

email files to us at:
ehpmail@roadrunner.com

Personal info (as it should appear)

Name _____
 Title _____
 Bus. Name _____
 Bus. Address _____
 Office _____
 Fax _____ Cell _____
 Home _____ Toll Free _____
 Web Site _____
 Email _____

SHIP TO: Shipping Information (WE CANNOT SHIP TO PO BOXES)

- Address on card
- Other Business Address { _____
- Residential Address { _____
\$2.25 additional fee . . . Check box and add to total at right

Method of Payment

- Check** (Send To: Eastern Hills Printing, 5635 Harris Hill Rd, Williamsville, NY 14221)
There is a \$20.00 fee for all returned checks
- Credit Card** (fill out form below)
We accept, Mastercard, Visa, American Express, Discover card, Personal and Company Checks.

Credit Card # _____
 List the last 3 (or 4) digits on the back of the card (CV2 Numbers) _____
 Expiration Date _____ Total Amount \$ _____
 Name (as listed) on card _____
 Billing Address of Credit Card { _____
 Zip Code _____

RETURN POLICY: I understand that this is custom work, created at my request, for me, it cannot be sold to anyone else, and therefore there are no refunds.

Your Signature X _____

I authorize Eastern Hills Printing to bill our credit card or account listed above for the full amount of this order including changes I make. Signature above indicates agreement to policies as stated & authorizes credit card payment.

PRICING*

PLEASE CHECK (BOX) ITEM REQUIRED LIST PRICE AT RIGHT AND TOTAL AT BOTTOM

500 Cards

- One Sided full color (54.95)
- Color + 2nd side black (69.95) \$ _____
- Color + 2nd side Color (90.00)

1000 Cards

- One Sided full color (69.95)
- Color + 2nd side black (89.95) \$ _____
- Color + 2nd side Color (130.00)

2000 Cards

- One Sided full color (101.95) \$ _____
- Color + 2nd side black (139.95) \$ _____
- Additional Typesetting \$ _____
- _____ \$ _____

Write in Special Offers, etc.

Additional Items Requested

- Photo or Touch up (10.00) \$ _____
- Printed Color Proof Sent (5.00) \$ _____
- Residential Shipping Please add \$2.25 \$ _____
- Business Card Labels**
100 - \$39.00 - 250 - \$55.00 \$ _____
500 - \$96.00

Special Shipping

- Second Day air saver**
500 qty add \$14.50
1000 qty add \$15.50 \$ _____
2000 qty add \$22.00
- Next Day air saver**
500 qty add \$28.00
1000 qty add \$35.00 \$ _____
2000 qty add \$49.00

SUBTOTAL → \$ _____
 NY res. add 8.75 % Tax \$ _____
 Coupon or Discount \$ _____
 Total Due With Order → \$ _____

* Prices include standard UPS ground delivery to non-resident address. Prices may change without notice.