



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](mailto: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<br>back # _____ |

**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](mailto: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.