

**Contact information:**

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

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

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

**Department Approver Information Required:**

UC Berkeley Office of Communications and Public Affairs requires all student business cards be approved by an Administrator / Supervisor for the department. A pdf proof of your business card will be emailed to your approver for review to ensure the information is correct for the department.

Dept. Administrator / Supervisor information:

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

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

Tel: \_\_\_\_\_

**Delivery information:**

**Customer will pick up at:** Moffitt Library Copy Center  
321 Moffitt Library  
Berkeley, CA 94720  
tel: 510-643-7427

**Shipping to off-campus address** (addtl. shipping fees apply)

Use same address as contact information

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

Address: \_\_\_\_\_

City, State Zip: \_\_\_\_\_

Tel: \_\_\_\_\_

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

**CUSTOMER NOTES:**

**Please email your order form to UCSF Documents & Media: [dm.stationery@ucsf.edu](mailto:dm.stationery@ucsf.edu)**

A pdf proof will be emailed to you and your dept. approver for review within 2-3 business days for standard turnaround time.

Information regarding payment processing will be emailed to you once final proof approval is received.


## Business card style:

### Berkeley Traditional (1-sided)

<p>Name Title Line 1 Title Line 2 Department Line 1 or Program Name Here</p> <p>2200 Bancroft Way Berkeley, CA 94720 510.642.0001 510.642.0002 fax youremail@berkeley.edu deptweb.berkeley.edu</p> <p><b>Berkeley</b> UNIVERSITY OF CALIFORNIA</p>	<p>FRONT</p>
<p>BACK</p>	

50 qty = \$48  
100 qty = \$59  
250 qty = \$71  
500 qty = \$88

### Berkeley Traditional Seal (2-sided)

<p>Name Title Line 1 Title Line 2 Department Line 1 or Program Name Here</p> <p>2200 Bancroft Way Berkeley, CA 94720 510.642.0001 510.642.0002 fax youremail@berkeley.edu deptweb.berkeley.edu</p> <p><b>Berkeley</b> UNIVERSITY OF CALIFORNIA</p>	<p>FRONT</p>
	<p>BACK</p>

50 qty = \$71  
100 qty = \$82  
250 qty = \$90  
500 qty = \$112

**Turnaround time:** Standard (5-7 business days)\*      Rush (3-4 business days +25% charge)  
Must be picked up at Moffitt Copy Center

\*Turnaround time contingent on department approval and receipt of payment.

## Card imprint information:

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

Title(s): \_\_\_\_\_

Please do not type "UC Berkeley" or "University of California, Berkeley" within your imprint information.  
This text appears as part of the Berkeley logo.

Dept: \_\_\_\_\_

**Imprint Address:** Enter department address or leave blank. Home addresses will not be printed (per UC Berkeley Office of Communications and Public Affairs).

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Tel 1: \_\_\_\_\_ Tel 2: \_\_\_\_\_

Tel 3: \_\_\_\_\_

Email (@berkeley.edu only): \_\_\_\_\_

Optional website (berkeley.edu only): \_\_\_\_\_