



University Hall, Room 70
 2199 Addison Street
 Berkeley, CA 94720-7340
 510-642-COPY (2-2679) PHONE
 510-642-7927 FAX

STUDENT ID # _____
 (orders will not be processed without ID #)

HAAS BUSINESS SCHOOL Business Card Order Form

Please bring this form, your check and valid current student ID to: Campus Copy Service, University Hall, Room 70, 2199 Addison Street

Thank you for choosing Campus Copy Service! To order business cards, fill in your personal information below. All orders are subject to verification of student status.

Proofs are strongly encouraged. All reprints are at customer expense unless a proof has been requested and approved. Proofs cost an additional \$10.00. All proofs are emailed to the address on the business card and must be faxed back before the job is printed. An emailed response is not acceptable. It is the customer's responsibility to make sure all information is correct and that proofs are sent back in a timely fashion.

Standard production time is ten working days after proof approval. Please make sure to fill out this form legibly.

Rush service (5 working days after proof approval) is available for an additional \$15.00.

Campus Copy Service will ship to the address on your business card. A shipping charge of \$8.00 must be added to all non-campus addresses. Shipping time is not included in the standard and rush turnaround time definition.

You may also arrange to pick your cards up at Campus Copy Service: 2199 Addison Street, Room 70 (University Hall).

Any change, alteration or addition to the standard template will result in a possible delay fulfilling your order. It may also create an extra typesetting charge.

Please print your personal information clearly and carefully.

Thank you for your order!

ADDITIONAL COPIES OF THIS FORM ARE AVAILABLE IN THE HAAS MBA CAREER CENTER, S430.

Please fill out your:

Name: _____

Title: _____

Address: _____

City, State, Zip: _____

Phone: _____

Cell phone, or fax #: _____

(Choose one. Cross out the number you do not want.)

e-mail address: _____

(MBA students may only use their @haas.berkeley.edu email address.)

web page: _____

All information is optional. If you do not include the information, it will not be included on the business card. Unfortunately, additional information will not fit on the card.

COSTS: (Please circle appropriate charges)

250 cards: \$45.00 500 cards: \$52.00 1000 cards: \$62.00

add: **Rush** (5 working days after proof approval) \$15.00

add: **Proof** \$10.00

add: **Shipping to a non-Campus address** \$ 8.00

Total amount of check: _____

All orders are pre-paid. Please make checks payable to **UC Regents**. Incomplete orders, no checks or inaccurate total may delay the production and delivery of your cards unnecessarily. Checks Only; no credit cards accepted.

University of California
Berkeley
 Haas School of Business

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 MBA Candidate 2007

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All type on card is black. Logo is blue and black.