

# Request for Business Cards

UF/IFAS business cards must comply with University of Florida guidelines which are stated on the University of Florida's Identity website at <http://identity.ufl.edu/print/#bizCards>. UF/IFAS business cards are printed in color on white cardstock in quantities of 250, unless larger quantities are requested.

Call UF/IFAS Communications at (352) 392-2411 if you have any questions about UF/IFAS business cards.

Please print or type the information to be placed on your business card in the areas below. Allow at least two weeks for processing. A sample of the UF/IFAS Business card is printed below.

Shipping rates apply.

Please **DO NOT** submit a revised printed business card with conflicting instructions on this form.



Name Here

Title Here

Department Here

UF/IFAS

Bldg. 00, 0000 Florida Rd.

PO Box 000000

Gainesville, FL 00000-0000

352-000-0000

352-000-000 Fax

[gatorlink@ufl.edu](mailto:gatorlink@ufl.edu)

<http://ifas.ufl.edu>

### Payment Information

The print vendor will invoice you directly unless this is an Extension Faculty/Extension Marketing funds (EDIS) order.

#### For Extension Faculty Only

District \_\_\_\_\_ DED Approval \_\_\_\_\_

**Payment information (to be filled out by DED)**

Check one      County Budget      EDIS Funds

Name \_\_\_\_\_

Title \_\_\_\_\_

Unit/Dept./Office \_\_\_\_\_

## Address

Building, Room or Street address \_\_\_\_\_

PO BOX Number \_\_\_\_\_

City \_\_\_\_\_ FL Zip: \_\_\_\_\_ - \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_@ufl.edu

Fax \_\_\_\_\_ Website \_\_\_\_\_

Other \_\_\_\_\_

## SPECIAL INSTRUCTIONS:

If you are located outside of the Gainesville area please provide your shipping account information.

UPS

FedEx

## YOU MUST CHOOSE QUANTITY

250 1-Sided = \$19.08	1,500 1-Sided = \$36.54
250 2-Sided = \$27.56	1,500 2-Sided = \$51.81
500 1-Sided = \$23.85	2,000 1-Sided = \$42.00
500 2-Sided = \$34.45	2,000 2-Sided = \$59.44
1,000 1-Sided = \$31.06	2,500 1-Sided = \$47.40
1,000 2-Sided = \$44.14	2,500 2-Sided = \$67.00

Pricing subject to change.

Click to place request:

[Business Card and Stationery Requests](#)

Login with your Gatorlink credentials and fill out the form.