

Business Card Order Form

Provide your name, graduation month (May or January) and year, address, phone number and email below exactly as you would like for it to appear on your cards.

To take advantage of a group discount, submit your completed form and cash (exact change) or a check for \$15 (payable to the University of Richmond) to the Career Development Office no later than Friday, September 21, 2018.

After September 21, submit your completed form and cash (exact change) or a check for \$26.33 (payable to the University of Richmond) directly to the Print Shop. The Print Shop is located in the Services Building on Westhampton Way near the Physical Plant. See building #133 on the [campus map](#).

You will receive a proof for review via email, and you must reply to the email and approve the proof before your cards can be printed.

Name:


Graduation Month and Year:

Address:

City, State Zip:

Phone:

Email address:



Student Name
J.D. Candidate, Month Year

Street Address
City, State, Zip
(xxx) xxx-xxxx

student@richmond.edu

The fonts, point size, color, order of information, and layout may not be customized or changed. The paper is 100lb. white cardstock with red and blue ink.