

Harvard University Off-Set Business Card & Letterhead Order Form

STEP 1: Tell us what you are placing an order for:

Business Cards Letterhead Layout #: _____
 (Please see attached sheets for layout samples)

500 1000 Raised Printing Flat Printing

STEP 2: Choose your paper . . . 80# Cover will be used for BC and 24# Writing Text will be used for LTHD

White Natural White (Cream) HU Bond*
 *(LTHD only, will need to be supplied to us by you)

. . . and ink Ink choice is reflected in BOTH the text and the shield. (ie, If you choose only black ink, you must choose only a black shield)

Black ONLY Black & Harvard Red Black & PMS Red # _____

STEP 3: Choose your shield:



FAS Veritas Shield	Harvard Medical School Shield	Harvard Law School Shield	HS of Public Health Shield	Harvard Business School Shield	HS of Government Shield	HS of Education Shield
Black & Red Black	Black & Red Black	Black & Red Black	Black & Red Black	Black & Red Black	Black & Red Black	Black & Red Black
Harvard Dental School Shield	Harvard Divinity School Shield	PLEASE NOTE: The KSG Globe Logo is only available in black & red and on BC styles #5 & #9	Kennedy School Globe Shield			
Black & Red Black	Black & Red Black					

STEP 3: What info you would like on your order?

Please *print* all letters and numbers clearly. Clearly mark any accents.
Choose a type style for each line: **Bold (B)**, *Italic (I)*, ALL CAPS (A), or Upper & lower (UL)

Serif Harvard University Harvard University Sans Serif Harvard University Harvard University

Name: _____

Title: _____

Division: _____

Address: _____

Address 2: _____

City, State, Zip: _____

Phone: _____

Cell: _____

Fax: _____

Email: _____

STEP 4: Pricing & Billing Info

Business Cards:

Black Only:	Black & Red:	<i>Prices are the same for Raised & Flat</i>
500 for \$90.00	500 for \$120.00	
1000 for \$100.00	1000 for \$135.00	

Letterhead:

Black Only:	Black & Red:	<i>For Letterhead on HU Bond please call for pricing</i>
500 for \$95.00	500 for \$130.00	
1000 for \$110.00	1000 for \$160.00	

Please charge my:

Account (Invoice) P-Card
 Department orders only

Exp. _____

Signature _____

Please Deliver To:



678 Massachusetts Ave.
Cambridge, MA 02139
Ph: 617-868-4140
Fx: 617-864-9025