

BUSINESS CARDS



HARVARD UNIVERSITY
ORDER FORM

Classic Graphx
design & printing

678 Massachusetts Avenue, Cambridge, MA 02139

Tel 617 868 4140 Fax 617 864 9025

www.classicgraphx.com

harvard@classicgraphx.com

STEP 1 CHOOSE YOUR PAPER & TEMPLATE

1

Classic Graphx's Paper

- Solar White (bright white 80# Cover)
- Natural White (cream 80# Cover)

Template Number: (circle one)

1 2 3 4 5 6 7 8 9

STEP 2 CHOOSE YOUR PRINT & INK

2

Offset Printing

- Black Only
- Black & Harvard Red
- Black & PMS # _____

Digital Printing

- Black Only
- Black & Harvard Red
- Black & PMS # _____

Raised Ink Printing

- Black Only
- Black & Harvard Red
- Black & PMS # _____

STEP 3 CHOOSE YOUR SHIELD

(Please Circle one)

3

FAS Veritas Shield

BLACK & RED | BLACK

Harvard Medical School Shield

BLACK & RED | BLACK

Harvard Law School Shield

BLACK & RED | BLACK

HS of Public Health Shield

BLACK & RED | BLACK

Harvard Business School Shield

BLACK & RED | BLACK

HS of Government School Shield

BLACK & RED | BLACK

HS of Education Shield

BLACK & RED | BLACK

Harvard Dental School Shield

BLACK & RED | BLACK

Harvard Divinity School Shield

BLACK & RED | BLACK

Kennedy School Shield

BLACK & RED | BLACK

STEP 4 FILL IN THE INFORMATION FOR YOUR ORDER

4

PLEASE NOTE: You will receive a PDF proof by email within 2-3 business days of ordering. You will then be able to approve it for production or make changes.



- Serif**
Harvard University
Harvard University
- Sans-Serif**
Harvard University
Harvard University

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).

Name: _____

Title 1: _____

Title 2: _____

School/Division: _____

Address 1: _____

Address 2: _____

City, State, Zip: _____

Phone: _____

Cell: _____

Fax: _____

Email: _____

STEP 5 PRICING & BILLING INFORMATION

5



If your request is different from the following options please call for a custom quote.

BLACK ONLY

- Offset Printing**
- 500 \$90
 - 1000 \$100

Digital Printing

- 250 \$44
- 500 \$50

BLACK & RED

- Offset Printing**
- 500 \$120
 - 1000 \$140

Digital Printing

- 250 \$65
- 500 \$100

Raised Printing

- 500 \$120
- 1000 \$140

Method of Payment:

Account (Invoice) Department Name: _____

Department Contact: _____ Phone: _____

Credit Card / P-Card (Fill in below)

Card # _____

Exp. ____ / ____ CIV: _____ ZIP: _____

Signature: _____

Shipping: Free shipping to Departments at Harvard University. Additional fee for residential shipping.

Deliver to: _____

Pick-up