

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

STEP 1 CHOOSE YOUR PAPER & TEMPLATE

1

Classic Graphx's Paper

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

Template Number: (select one)

- 1 2 3 4 5 6 7 8 9

STEP 2 CHOOSE YOUR PRINT & INK

2

Digital Printing (select one)

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

Raised Ink Printing

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

Please fill out form and email
to harvard@classicgraphx.com

STEP 3 CHOOSE YOUR SHIELD

3

(select one)

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 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.



- Scrif
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	BLACK & RED
Digital Printing	One-Sided (color)
<input type="checkbox"/> 250 \$44	<input type="checkbox"/> 250 \$65
<input type="checkbox"/> 500 \$50	<input type="checkbox"/> 500 \$100
Raised Printing	Two-Sided (color)
<input type="checkbox"/> 500 \$120	<input type="checkbox"/> 250 \$85
<input type="checkbox"/> 1000 \$140	<input type="checkbox"/> 500 \$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 or all off campus locations.

Deliver to: _____

Pick-up