

UTD BUSINESS CARD ORDER FORM

FAX FORM TO UTD COPY CENTER – 2263
COPY CENTER - 2265

REORDER, NO CHANGES

JOB # _____

Contact Information:

REQUESTED BY:		DEPT:	
PHONE #:		FAX #:	
ACCOUNT #:			
AUTHORIZED SIGNATURE:			
TYPE NAME:			

Business Card Information:

NAME:			
TITLE:			
PHONE:		FAX:	
EMAIL:			
OTHER:			
WEB:	www.utdallas.edu		

Select Address:


<input type="checkbox"/> P. O. Box 830688 Richardson, TX 75083-0688	<input type="checkbox"/> 1966 Inwood Road Dallas, TX 75235	<input type="checkbox"/> 811 Synergy Park Blvd. Richardson, TX 75080	<input type="checkbox"/> P. O. Box 830643 Richardson, TX 75083-0643
Mail Station: _____	<input type="checkbox"/> Other _____		

<input type="checkbox"/> UTD LOGO		QUANTITY: <input type="checkbox"/> 250 <input type="checkbox"/> 500 <input type="checkbox"/> 1000
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2-Sided – Back of Card:

Special Instructions:

STANDARDIZED FORMAT

	The University of Texas at Dallas <i>Procurement Management</i>
Paul Watson, C.P.M. <i>Senior Buyer</i>	
P.O. Box 830688, AD 34 Richardson, TX 75083-0688 www.utdallas.edu	Tel: (972) 883-2307 Fax: (972) 883-2348 pwatson@utdallas.edu