

# Business Card Order Form

A new form must be filled out for every order

## Are You

- A New Customer  
 A Returning Customer  
If a returning customer, are the cards:  
 Exact repeats  Have Changes

## New Artwork

If the artwork is the same style as last time, ignore this section

Do you have artwork to send through?

- I will email a photo/sketch  
 I will email the new artwork/logo  
 I do not have artwork

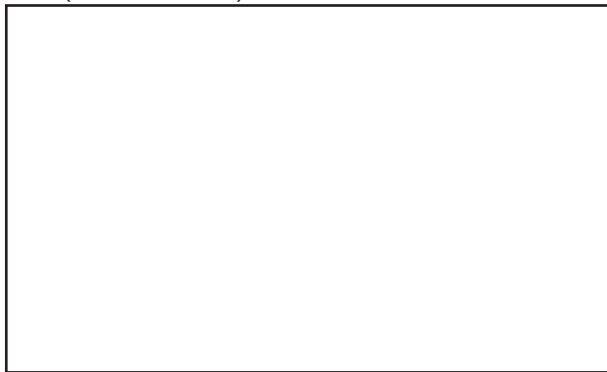
- Double Sided  Single Sided  
Laminated  Yes  No  
 Gloss  Matt

If you have an idea for your artwork, sketch it below. Otherwise leave blank and our designers will weave their magic.

Front



Back (if double sided)



Notes: \_\_\_\_\_  
\_\_\_\_\_

Email completed form to [design@printrite.co.nz](mailto:design@printrite.co.nz) or drop the completed form into us

A PDF proof will be sent via email to the person approving the artwork as indicated above

## Quantity

- 150 Cards  500 Cards  
 250 Cards  Other: \_\_\_\_\_

## Quote Needed

- Yes  No

## Date Needed:

\_\_\_\_\_

Please note: You need to allow at least 3 working days from the day the cards are approved to allow ink to dry. It may take longer for a more complicated card or less if the ink dries well. Please contact us for an ETA.

## Card Info

Only write in details if the card has changes from last time.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any Other Details:

## Card Approval

Name (of the person approving card): \_\_\_\_\_

Email: \_\_\_\_\_

Please note; cards will only be printed once the person mentioned above has approved them for print.

## Mail Address

Where are we sending the cards once they've been printed?

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do not courier  
I intend to pickup