

# University of Florida Business Card Order Form

E-mail to: [orders@insty-printsonline.com](mailto:orders@insty-printsonline.com) or Fax to 371-6597



<b>UF</b> UNIVERSITY of FLORIDA	
<b>Name</b> Title/Position College/Unit Name	
Physical Address PO Box 000000 Gainesville FL 32611-0000	352-000-0000 352-000-0000 Fax whoisit@ufl.edu

PLEASE PRINT LEGIBLY OR TYPE YOUR INFORMATION BELOW:

Name/Credentials: \_\_\_\_\_

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

Department: \_\_\_\_\_

Other: \_\_\_\_\_

Building: \_\_\_\_\_

PO Box: \_\_\_\_\_

City, State, Zip+4: \_\_\_\_\_

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

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

E-mail: \_\_\_\_\_

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

Special Instructions: \_\_\_\_\_

Name & Phone # of Person Placing Order: \_\_\_\_\_

E-mail address to send proof: \_\_\_\_\_

Quantity:  500  1000  Other \_\_\_\_\_

Proof:  Yes  No

Charge to P-Card on file?:  Yes  No

I need a P-Card form:  Yes  No

This form is interactive, if you need help call 373-7547