Submit completed forms to Printing Services at uvaprint@virginia.edu

Cards run every two weeks and are more economical if ordered in multiple prints: the price for running eight (8) is $34 for 250 cards, and the price for running (1) is $75 for 250 cards. If you have any questions regarding this form, please contact Marketing & Outreach at 243-5538 or awhite@virginia.edu

Unit Design

- Administrative Services
- Fraternity & Sorority Life
- Housing & Residence Life
- Office of the Dean of Students
- Orientation & New Student Programs
- Student Activities

Quantity

- 250
- 500
- 1000

Contact Information

- Contact Name
- Date
- Contact Phone
- Charge to Department
- Delivery Address
- PTAO
- PDA Proof To: (Recipient E-mail)

Business Card Information

Type or print in black or blue ink EXACTLY how you wish information to appear.

- Name
- Title
- Office Location (If applicable)
- Mailing Address
- Phone
- Fax
- Cell (If applicable)
- TTY (If applicable)
- E-mail Address
- URL