



Business Card Order Form

Date of form submission _____

Required Business Card Information

Please fill out and print order form. Scan the form and email it to julia_rhodes@fitnyc.edu. If you need to send a hard copy via interoffice mail, please note it will add several days to your order. Save a copy for your records. If the cards are not received within three weeks of your final approval, contact Julia in Communications and External Relations at 7.4706. *Please note business cards will not be processed until the final proof has been approved and received by Communications and External Relations.*

Name _____

Primary title _____

Primary department _____

Department phone _____ Voicemail (optional) _____

Fax _____ Room number (optional) _____

Email _____@fitnyc.edu

Only FIT email addresses will be printed on business cards (firstname_lastname@fitnyc.edu).

- Check here if you are located at 236 W. 27 Street.
- Check here if you are located at 210 W. 27 Street.
- Check here if you are located at 406 W. 31 Street.

Proof Review Information

You will receive an email and with a pdf proof and you are responsible for approval on all information. Please indicate to whom you would like the proof emailed:

Name _____

Email _____

Phone _____

Budget Approval Information

Voucher Number _____

Department Chair/Director _____

Word Selection (for the back of your business card)

The words below relate directly to areas of expertise or are inspirational or emotive words.

Please check **one** word from the list below to be printed on the back of your business card:

- | | | | | |
|--|-------------------------------------|--|--|--|
| <input type="checkbox"/> 24/7 | <input type="checkbox"/> Design | <input type="checkbox"/> Home | <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Sophisticated |
| <input type="checkbox"/> Accessorize | <input type="checkbox"/> Digital | <input type="checkbox"/> Hot | <input type="checkbox"/> Marketing | <input type="checkbox"/> Strategic |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Display | <input type="checkbox"/> Illustration | <input type="checkbox"/> Masterful | <input type="checkbox"/> Style |
| <input type="checkbox"/> Animated | <input type="checkbox"/> Diverse | <input type="checkbox"/> In | <input type="checkbox"/> Me | <input type="checkbox"/> SUNY |
| <input type="checkbox"/> Art | <input type="checkbox"/> Elegant | <input type="checkbox"/> Individual | <input type="checkbox"/> Menswear | <input type="checkbox"/> Tailored |
| <input type="checkbox"/> Athletics | <input type="checkbox"/> Enterprise | <input type="checkbox"/> Industry | <input type="checkbox"/> Merchandising | <input type="checkbox"/> Talented |
| <input type="checkbox"/> Beautiful | <input type="checkbox"/> Excellent | <input type="checkbox"/> Innovative | <input type="checkbox"/> Modern | <input type="checkbox"/> Teaching |
| <input type="checkbox"/> Brilliant | <input type="checkbox"/> Exciting | <input type="checkbox"/> Inspiring | <input type="checkbox"/> Networked | <input type="checkbox"/> Technology |
| <input type="checkbox"/> Business | <input type="checkbox"/> Experience | <input type="checkbox"/> Interactive | <input type="checkbox"/> New York | <input type="checkbox"/> Textiles |
| <input type="checkbox"/> Careers | <input type="checkbox"/> Eventful | <input type="checkbox"/> Interiors | <input type="checkbox"/> News | <input type="checkbox"/> Thinking |
| <input type="checkbox"/> Caring | <input type="checkbox"/> Fashion | <input type="checkbox"/> International | <input type="checkbox"/> Now | <input type="checkbox"/> Today |
| <input type="checkbox"/> Classic | <input type="checkbox"/> Fast | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Online | <input type="checkbox"/> Trendsetting |
| <input type="checkbox"/> Colorful | <input type="checkbox"/> Fragrance | <input type="checkbox"/> Leadership | <input type="checkbox"/> Packaging | <input type="checkbox"/> Urban |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Fun | <input type="checkbox"/> Learning | <input type="checkbox"/> Photography | <input type="checkbox"/> Visual |
| <input type="checkbox"/> Connected | <input type="checkbox"/> Funky | <input type="checkbox"/> Liberal | <input type="checkbox"/> Playful | <input type="checkbox"/> Wired |
| <input type="checkbox"/> Cool | <input type="checkbox"/> Global | <input type="checkbox"/> Liberal Arts | <input type="checkbox"/> Professional | <input type="checkbox"/> Writing |
| <input type="checkbox"/> Cosmetics | <input type="checkbox"/> Graphic | <input type="checkbox"/> Library with | <input type="checkbox"/> Ready | <input type="checkbox"/> You |
| <input type="checkbox"/> Cosmopolitan | <input type="checkbox"/> Growing | office hours | <input type="checkbox"/> Real | |
| <input type="checkbox"/> Creative | <input type="checkbox"/> Happening | <input type="checkbox"/> Looking | <input type="checkbox"/> Retail | |