## ALBUQUERQUE PUBLIC SCHOOLS Graphics Enterprise Services

INVOICE/ORDER FORM AD12b

Business Card Request Job Number

aps.edu/graphics 912A Oak Street SE • Alb, NM 87125-0704 842-3696 • Fax 842-3552

250 Cards (\$16.00)	This form m	ust be filled out completely. Pl	ease print clearly.			
Payment Method: "Reg, No	Date of Order_	Date Job Need Please do not write	edL ASAP or RUSH - Normal turn an	_ocationound time is 7-10 working days.		Loc. #
Payment Method: "Req, No.						
Delivery of Job:   APS Interoffice Mail   Call for pickup   Personal/Non-APS Order   GES Quote    Business Card Quantity & Specifications  Quantity   APS Standard Format, First 100 cards free, per APS employee   250 Cards (§16.00)   500 Cards (§25.00)   1000 Cards (§40.00)   For multiple names continue with form AD12b2   Total Number of Names   Total Number of Cards (redude cards from form AD12b2)   Paper Color   Solar White   Antique Grey   Indigo Ice   Earthstone   Silverstone   Blue Stone   Ink Color   Black   Blue   Executive Team*   Pease Note: Executive team andor Directors may choose and toop with but bype.   Content Non-APS Options   These options are not available for APS Standard Business Cards   \$35/hr fee applies for custom design and edits   Please Note: Prices above do not apply for these options. Call for usbom prices.	Payment Meth	nod: *Req. No	P.O. No	*Our vendor number type and "IO" on buy		ust be marked "X" on item
Business Card Quantity & Specifications  Quantity	Activities F	Fund Credit Card Check	Cash Other	Billing Address	-	
Quantity	Delivery of Jol	<b>b:</b> APS Interoffice Mail Call	for pickup	Personal/Non-APS	Order GES Quote	
250 Cards (\$16.00)   500 Cards (\$25.00)   1000 Cards (\$40.00)	Busines	ss Card Quantity &	<b>Specification</b>	ns		
For multiple names continue with form AD12b2 Total Number of Names. Total Number of Cards (include cards from form AD12b2).  Paper Color   Solar White   Antique Grey   Indigo Ice   Earthstone   Sliverstone   Blue Stone    Ink Color   Black   Blue   Executive Team* **Please Note: Executive team and/or Directors may choose red logo with blue type.  Otherwise, options are blue or black ink. No other options available.  **Custom/Non-APS Options** These options are not available for APS Standard Business Cards.  **Satisfar fee applies for custom design and edits**  **Please Note: Prices above do not apply for these options. Call for custom prices.    Double Sided Card*   Full Bleed*   Custom Paper*   Custom Ink   Full Color   Other*	Quantity	APS Standard Format, First 10	00 cards free, per APS em	ployee		
Paper Color   Solar White   Antique Grey   Indigo Ice   Earthstone   Silverstone   Blue Stone    Ink Color   Black   Blue   Executive Team*		250 Cards (\$16.00) 500	Cards (\$25.00) 1000	Cards (\$40.00)		
Ink Color	For multiple na	ames continue with form AD12b2	Total Number of Nam	nes Total Number	of Cards (Include cards from form A	.D12b2)
Custom/Non-APS Options These options are not available for APS Standard Business Cards.  \$35/hr fee applies for custom design and edits  *Please Note: Prices above do not apply for these options. Call for custom prices.  Double Sided Card*	Paper Color	Solar White Antique Gre	ey 🗌 Indigo Ice 🔲 E	Earthstone Silverstone	Blue Stone	
*Please Note: Prices above do not apply for these options. Call for custom prices.    Double Sided Card*	Ink Color	☐ Black ☐ Blue ☐ Execu				
If you are ordering one set of cards, please complete the information below. If you are ordering multiple sets of cards, please fill out additional names on form AD12    Standard APS Business Card For	☐ Double S	Sided Card* Full Bleed* Custon	om Paper*			
If you are ordering one set of cards, please complete the information below. If you are ordering multiple sets of cards, please fill out additional names on form AD12    Standard APS Business Card For	Inform	ation for Business	Card Fill out acco	ording to what you would like	printed on the card.	
Address (include State and Zip)  Your Name  Title  Credentials  Phone  Fax  Website/Cell Phone (optional)  Proof Approved by  GES use only  Title  Standard APS Business Card For  Standard APS Business Card For  Standard APS Business Card For  Employee Nam  SCHOOL/DEPARTMENT 6400 Uptown Bivd. NE, Suite 222E FAX 505.555.555 FAX 505.555.555 FAX 905.555.555 FAX 905.55						names on form AD12b-
Address (include State and Zip)  Your Name			·			
Tit  Credentials Phone Fax SCHOOL/DEPARTMENT 6400 Uptown Blvd. NE, Suite 222E 505.555.555 FAX 505.555.555 FAX 505.555.555 Fax Definition Proof to Proof Approved by Proof approved by Instructions for Submitting Work Order Form:  Interpretation of the proof of the pr		State and Zip)			ALBUQUERQ PUBLIC SCHOOL	UE DLS
Credentials	Your Name		Title	_		Employee Name Title
Please Email/Fax Proof to	Credentials	Phone	Fax		6400 Uptown Blvd. NE, Suite 222	
Proof Approved by Proofed OK Changes Okay to Print w/changes Proof Approved by Instructions for Submitting Work Order Form:	Email	Website	/Cell Phone (optional)			email_address@aps.edu
GES use only  Instructions for Submitting Work Order Form:	Please Email/F	Fax Proof to				
	Proof Approve	ed by		Proofed O	K Changes Okay to Pr	int w/changes Prin
Joh Completed by	GES use on	ly	Inst	ructions for Submitting	g Work Order Forn	n:
	loh Com	unleted by			Date	