



**aps.edu/graphics**

912A Oak Street SE • Alb, NM 87106  
842-3696 • Fax 842-3552

**BUSINESS CARDS**  
INVOICE/ORDER FORM (AD12b)

Job Number

Routed to:

**This form must be filled out completely. Please print clearly.**

Date of Order \_\_\_\_\_ Date Job Needed \_\_\_\_\_ Location \_\_\_\_\_ Loc. # \_\_\_\_\_  
Please do not write **ASAP** or **RUSH** - Normal turn around time is 7-10 working days.

Contact Name \_\_\_\_\_ Phone/Cell \_\_\_\_\_ Email \_\_\_\_\_

Payment Method: \*Req. No. \_\_\_\_\_ P.O. No. \_\_\_\_\_ \*Our vendor number is 12878. Internal Orders (Lawson) must be marked "X" on item type and "IO" on buyer for requisition to be processed.

Activities Fund  Credit Card  Check  Cash  Other \_\_\_\_\_ Billing Address \_\_\_\_\_

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  
**Single Sided**  250 Cards (\$16.00)  500 Cards (\$25.00)  1000 Cards (\$40.00)  
**Double Sided**  250 Cards (\$19.00)  500 Cards (\$28.00)  1000 Cards (\$46.00)

For multiple names continue with form AD12b2 **Total Number of Names** \_\_\_\_\_ **Total Number of Cards** (Include cards from form AD12b2) \_\_\_\_\_

**Paper Color**  White  Indigo Ice  Earthstone

**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. **\$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\*  Full Bleed\* **Custom Paper\*** \_\_\_\_\_ **Custom Ink**  Full Color  Other\* \_\_\_\_\_  
 Please Format\* (set up fee will apply)  File Provided by Customer (Must submit print quality pdf, sized 3.5"x2")


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

**INFORMATION FOR BUSINESS CARD** Fill out according to what you would like printed on the card.

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 AD12b-2

Location Name \_\_\_\_\_  
Address (include State and Zip) \_\_\_\_\_  
Your Name \_\_\_\_\_ Title \_\_\_\_\_  
Credentials \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_ Website/Cell Phone (optional) \_\_\_\_\_

Standard APS Business Card Format



**ALBUQUERQUE PUBLIC SCHOOLS**

Employee Name \_\_\_\_\_  
Title \_\_\_\_\_

SCHOOL/DEPARTMENT  
6400 Uptown Blvd. NE, Suite 222E 505.555.5555  
P.O. Box 25704 FAX 505.555.5555  
Albuquerque, NM 87125-0704 email\_address@aps.edu

Please Email/Fax Proof to \_\_\_\_\_

Proof Approved by \_\_\_\_\_  Proofed  OK  Changes  Okay to Print w/changes  Print

**GES Use Only**

Job Completed by  Date