



BUSINESS CARD ORDER FORM

Warehouse Direct | Email: promotionalproducts@warehousedirect.com
Phone: (847) 631-7144

Date: _____

Order #: _____

Quantity: _____ Other _____

Campus: _____ If other, please specify _____

Primary Line: _____

Secondary Line: _____

Name: _____

Degrees: _____

Title/Department: _____

Title/Department 2: _____

Title/Department 3: _____

Building Name: _____

Room #: _____

Street Address: _____

City, State, Zip: _____

Phone 1: _____

Phone 2: _____

Phone 2 Description: _____

Fax: _____

Email: _____

Website: _____

Special Instructions: _____

Requestor Name: _____ Email: _____

Accounting Unit/Account: _____ Phone #: _____

Pick-up/Delivery: _____ Location: _____

I have read the below Business Card Artwork Disclaimer

Business Card Artwork Disclaimer:
Warehouse Direct is the new print vendor for Loyola University Chicago. In an effort to follow brand guidelines and streamline the process, we have changed business cards to follow the standards that are set by the University Marketing and Communications Department. Please see example template for correct layout and colors. Warehouse Direct reserves the right to change past business card order layouts to follow branding guidelines. For concerns or issues with the Loyola University Chicago logo, layout or placement of typesetting, please email Ted Yee at eye@luc.edu