

Step 1. - Business Card Information (Please print or type)

1. Company / Branch Name _____

2. Name _____

3. Title _____

4. Title 2 _____

5. Address _____

6. Address 2 _____

7. City, State, Zip _____

8. Other info.(_____) _____
 Office Direct Res Fax Cell Voice Mail Toll Free E-Mail Web _____

9. Other info.(_____) _____
 Office Direct Res Fax Cell Voice Mail Toll Free E-Mail Web _____

10. Other info.(_____) _____
 Office Direct Res Fax Cell Voice Mail Toll Free E-Mail Web _____

11. Other info.(_____) _____
 Office Direct Res Fax Cell Voice Mail Toll Free E-Mail Web _____







12. Other info.(_____) _____
 Office Direct Res Fax Cell Voice Mail Toll Free E-Mail Web _____

13. Slogan/Tagline _____

14. Other _____

15. Other _____

Please check box(es) below for your choice of logo(s).

(a)  (b)  (c)  (d)  (e)  (f) 

(g) Other(s) _____ (h) Other(s) _____

New logo Attached On file New logo Attached On file

Step 2. - Layout, Typeface and Color

Please choose only **ONE**:

- I am attaching a sample card for my typeface and color instruction. See **Business Card Information** section for exact wordage and design. (Attach the sample card below.)
- See **Layout Draft Section** for design and **Special Instruction** section for my typeface and color instruction. (Indicate either **Beyondee Color Chart number** or PMS ink number.) **If no typeface or color is indicated we will use default typeface(Helvetica) and color(black).**

Note: Reorder customers
 You do **NOT** need to fill out this page.
 Simply copy your current card
 (enlarge if possible). State changes
 clearly and fax along with order form.

Attach the sample card here

Typeface Samples

Avant Garde	<i>Brush Script</i>
Eurostile	Futura Book
Garamond	Goudy Old Style
Helvetica (default font)	Palatino
Optima	Courier
Times	Zapt Chancery

For a larger font selection call us, or go to www.beyondee.com/info

Step 3. - Enclose your photograph/Logo(s)

Layout Draft Section

Print or type the exact wordage you want to appear on your cards. Most of typefaces are available to be **Bold, Italic, Outline, Shadow and Underline**. We recommend using pencil for this section.

Blank area for printing the exact wordage for the business card layout.

Special Instruction

Back Print _____

Image w/removed back

Cropping _____



Face Half Full



High