

PROCUREMENT OPERATIONS

BUSINESS CARD ORDER FORM

VENDOR CONTACT INFORMATION

Palomar Pen and Office Supply
663 S. Rancho Santa Fe #158
San Marcos, California 92078

Sales Rep: Craig Morrison
Telephone: (760) 727.1623
Email: rcmorrison@sbcglobal.net

ORDER DATE: MM/DD/YY

INSTRUCTIONS

1. Fill in appropriate information.
2. Print this page as your order form.
3. Email to Palomar Pen.

Note: Any deviations from the standard CSUSM Graphic Standards will result in additional cost to your department. All orders will be delivered to Materials Management.

BUSINESS CARD TEMPLATE

First MI Last Name, plus Ph.D. or other designation (if applicable)

Title 1

Title 2 - Optional



www.csusm.edu


Tel: 760.750.####
Cell: ###.###.#### (optional)
Fax: 760.750.#### (optional)
email@csusm.edu
Additional Website (optional)

Department Line 1
Department Line 2 (optional)
California State University San Marcos
333 S. Twin Oaks Valley Road
San Marcos, CA 92096-0001

ORDER INFORMATION


| QTY. | Unit | Description | Unit Price | Total |
|---------------------------|--------------|---|-------------|-------|
| | 500 per box | Standard Format- Simple Design w/ Black Ink Only | \$35.00 | |
| | 500 per box | Enhanced Format- Standard plus Blue / Gray Background | \$45.00 | |
| | 1000 per box | Standard Format- Simple Design w/ Black Ink Only | \$46.00 | |
| | 1000 per box | Enhanced Format- Standard plus Blue / Gray Background | \$55.00 | |
| Deliver to: Name: | | | TAX @ 7.75% | |
| Department: Building Room | | | TOTAL | |

PAYMENT METHOD

| | | | | |
|-----------------------------------|-----------------------|---|------------------|-------|
| <input type="checkbox"/> Pro Card | Account Number: | | Expiration Date: | MM/YY |
| | Cardholder Name: | | Extension No: | X |
| | Cardholder Signature: |  | Date Signed: | |

Standard Format
Simple Design w/ Black Ink Only

Name Goes Here
Title Line 1
Title Line 2 (Optional)




www.csusm.edu

Tel: 760.750.XXXXX
Cell: 760.XXX.XXXXX (optional)
Fax: 760.750.XXXXX (optional)
XXXXXXXXXX@csusm.edu

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Department Line 2 (optional)
California State University San Marcos
333 S. Twin Oaks Valley Road
San Marcos, CA 92096-0001

Enhanced Format
Standard plus Blue-Gray Background

Name Goes Here
Title Line 1
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