

PROCUREMENT & SUPPORT SERVICES BUSINESS CARD ORDER FORM

VENDOR CONTACT INFORMATION

Palomar Pen and Office Supply
700 S. Rancho Santa Fe #C
San Marcos, California 92069

Sales Rep: Craig Morrison
Telephone: (760) 744-7634
Fax No.: (760) 727-6826

ORDER DATE:

MM/DD/YY

INSTRUCTIONS

- 1. Fill in appropriate information.
- 2. Print this page as your order form.
- 3. Fax 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 Name MI Last Name, Post-nominal

Title Line 1

Title Line 2



Tel: 760.750.

Cell: (optional)
Fax: 760.750. (optional)

@csusm.edu

School of Education

College of Education, Health & Human Services

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	\$29.00	\$0.00
	500 per box	Enhanced Format- Standard plus Blue / Gray Background	\$38.00	\$0.00
	1000 per box	Standard Format- Simple Design w/ Black Ink Only	\$39.00	\$0.00
	1000 per box		\$48.00	\$0.00
Deliver to: Name:			TAX @ 8 %	\$0.00
Departme	ent: Buil	ding Room	TOTAL	\$0.00

PAYMENT METHOD

	Account Number:	 Expiration Date:	MM/YY
Pro Card	Cardholder Name:	Extension No:	Х
	Cardholder Signature:	Date Signed:	

Standard Format

Simple Design w/ Black Ink Only



www.csusm.edu

Name Goes Here

Title Line 2 (Optional)

Department Line 1 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



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