



BUSINESS CARD PRINTING REQUEST

State Form 54197 (R4 / 5-22)

INDIANA CORRECTIONAL INDUSTRIES

1110 South Vestal Drive • PO Box 840

Plainfield, IN 46168

Telephone: (317) 955-6800

www.in.gov/idoc/indianacorrectionalindustries



INFORMATION REQUEST

☐ New Order ☐ Reorder (No changes) ☐ Reorder (With changes)

Email Address (Required for proof approval)

Name

Title

Telephone Number (Please include area code)

Fax Number

Cell Phone Number

Email Address

Street Address

P.O. Box Address

Room / Suite Number

City

State

ZIP Code

Facility

County

Division / Department

Section

Seal / Badge Color (If color choice is an option)

Additional Comments

PLEASE NOTE: Pricing is on standard brightness and paper weight stock for ICI business card digital printing. All production requests outside of our standards will be quoted directly to reflect special requests and will indicate production lead-times.

PRICING INFORMATION (Please select one)

QUANTITY	DESCRIPTION	PRICE
500 ☐	OPTION 1A 1-side print, 3.5 in. x 2 in. Paper Stock: White, 80#, Cover, Uncoated 4-color Process (CMYK)	\$17.33
1,000 ☐	OPTION 1B 1-side print, 3.5 in. x 2 in. Paper Stock: White, 80#, Cover, Uncoated 4-color Process (CMYK)	\$27.33
500 ☐	OPTION 2A 2-side print, 3.5 in. x 2 in. Paper Stock: White, 80#, Cover, Uncoated 4-color Process (CMYK)	\$22.80
1,000 ☐	OPTION 2B 2-side print, 3.5 in. x 2 in. Paper Stock: White, 80#, Cover, Uncoated 4-color Process (CMYK)	\$32.80

INTERNAL USE ONLY

Date Payment Received (month, day, year)

Payment Received By

Date Order Entered (month, day, year)

Order Entered By

Order Number

INSTRUCTIONS FOR ORDERING PROCESS

CASH SALES FOR STATE OF INDIANA EMPLOYEE BUSINESS CARDS

ALL ORDERS REQUIRE PRE-PAYMENT. Payment will be accepted via credit or debit card only, and must be received prior to any production.

THE PROCESS FLOW

1. Customers contacting Indiana Correctional Industries will be sent the business card form.
2. Customer sends the completed form via e-mail: iciwebsales@idoc.in.gov.
3. Indiana Correctional Industries Central Office Customer Service will contact the end-user to coordinate and process the pre-payments. When payment is processed, Customer Service communicates to Wabash Valley print shop to begin print process.
4. Wabash Valley will send to the customer the PDF file proof and request approval from customer to proceed with order production.
5. Upon proof approval receipt, cards are printed and shipped per instructions.

PLEASE SUBMIT THIS FORM via fax (317) 234.7636 or e-mail at iciwebsales@idoc.in.gov.