



BUSINESS CARD PRINTING REQUEST

State Form 54197 (R2 / 12-10)
Approved by State Board of Accounts, 2010

| INFORMATION REQUEST | |
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| <input type="checkbox"/> New Order <input type="checkbox"/> Reorder (No changes) <input type="checkbox"/> Reorder (With changes) | DATE OF REQUEST <input type="text"/> <i>(month, day, year)</i> QUANTITY 500 <input type="checkbox"/> 1,000 <input type="checkbox"/> |
| Email Address <i>(Required for proof approval)</i> | |
| Name | Title |
| Telephone Number <i>(Please include area code)</i> | |
| Fax Number | Cell Phone Number |
| Email Address | |
| Street Address | |
| P.O. Box Address | Room/Suite Number |
| City | State <input type="text"/> ZIP Code <input type="text"/> |
| Facility | County |
| Division/Department | Section |
| Seal/Badge Color <i>(If color choice is an option)</i> | |
| Additional Comments | |
| | |
| | |

| PRICING INFORMATION | | | | |
|---------------------|----------|--------------|-------------|----------|
| Number of Colors | Quantity | Paper Weight | Paper Stock | Price |
| 1 | 500 | 80# Cover | White | \$19.40 |
| 1 | 1,000 | 80# Cover | White | \$33.80 |
| 2 | 500 | 80# Cover | White | \$22.13 |
| 2 | 1,000 | 80# Cover | White | \$39.26 |
| 3 | 500 | 80# Cover | White | \$34.06 |
| 3 | 1,000 | 80# Cover | White | \$63.12 |
| 4 | 500 | 80# Cover | White | \$68.28 |
| 4 | 1,000 | 80# Cover | White | \$131.55 |

PLEASE NOTE: Above pricing includes delivery. Sales tax is not included. Please add a 7% sales tax to your final order for exact cost. There will be a \$10 charge for 2-sided card designs.

| INTERNAL USE ONLY |
|-------------------------------------------------|
| Date Payment Received <i>(month, day, year)</i> |
| Payment Received By |
| Date Order Entered <i>(month, day, year)</i> |
| 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 <ol style="list-style-type: none"> Customers contacting PEN Products will be sent the business card form. Customer sends the completed form via fax: (317) 234-7636 or email: penwebsales@idoc.in.gov. PEN Products 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. Wabash Valley will send to the customer the PDF file proof and request approval from customer to proceed with order production. Upon proof approval receipt, cards are printed and shipped per instructions. |

PLEASE SUBMIT THIS FORM via fax (317) 234-7636 or email at penwebsales@idoc.in.gov.