

## **PEN Products**

### **INSTRUCTIONS FOR CASH SALES FOR STATE OF INDIANA EMPLOYEE BUSINESS CARDS**

**Each State Agency must assign a coordinator for the agency in order to maintain consistent layout and appearance, and to ensure requestor information is correct.**

**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 PEN Products will be sent the business card template forms. Agency coordinators approval required.
2. Agency coordinator provides approval and sends the completed template forms via fax or email to Jerry Jones, WVCF. [jwjones@idoc.in.gov](mailto:jwjones@idoc.in.gov) or fax 812 398 2560
3. Madeline Wiley, [mwiley@idoc.in.gov](mailto:mwiley@idoc.in.gov) , in PEN central office, will contact the end user to coordinate and process the pre-payments. When payment is processed, Madeline communicates to WVCF permission to begin print process.
4. WVCF will then send to the customer the pdf file proof and requests approval from customer to proceed with order production.
5. Upon proof approval receipt, cards are printed and shipped per instructions on form. Shipping via Inter-departmental mail will take longer but at no additional cost. Orders with UPS shipment and delivery will have a \$7.00 shipping fee added to the order.

Questions can be directed to Bruce Cooper, 317 388 8580 or Jerry Jones at [jwjones@idoc.in.gov](mailto:jwjones@idoc.in.gov)

2010 Business Card Pricing

COLORS	QTY.	PAPER	STOCK	PRICE
1	250	80# Cover	White	\$12.43
1	500	80# Cover	White	\$14.40
1	1,000	80# Cover	White	\$28.80
2	250	80# Cover	White	\$15.94
2	500	80# Cover	White	\$17.13
2	1,000	80# Cover	White	\$34.26
3	250	80# Cover	White	\$27.32
3	500	80# Cover	White	\$29.06
3	1,000	80# Cover	White	\$58.12
4	500	80# Cover	White	\$63.28
4	1,000	80# Cover	White	\$126.55
4	2,000	80# Cover	White	\$146.55

**\* \$10.00 additional charge for 2-Sided Cards on any quantity ordered**

**\$7.00 DELIVERY CHARGE PER ORDER shipped via UPS**  
**Orders shipped via State Inter-Departmental Mail at no charge.**  
**Inter-Departmental Mail does take longer for delivery**  
**PEN Products: [jwjones@idoc.in.gov](mailto:jwjones@idoc.in.gov) -- [bcooper@idoc.in.gov](mailto:bcooper@idoc.in.gov)**



# BUSINESS CARD ORDER INFORMATION FORM

QUANTITY: (Circle one) 250    500    1,000		EMAIL FOR PROOF APPROVAL:	
NAME:		TITLE:	
PHONE:		FAX:	
CELL PHONE:		E-MAIL:	
STREET:			
P.O. BOX:		ROOM/SUITE:	
CITY:	STATE:		ZIP:
FACILITY:		COUNTY:	
DIVISION/DEPARTMENT:		SECTION:	
SEAL/BADGE COLOR (IF COLOR CHOICE IS AN OPTION):			
ADDITIONAL COMMENTS:			

**PLEASE SUBMIT THIS INFORMATION FORM WITH YOUR ORDER  
FORM**