



OFFICIAL
MIT BUSINESS CARDS

ORDER FORM *Official MIT card formats are not customizable.*

1 SANS SERIF FONT, NO STRIPE

Style: 1 2 3

Please fill-in the following information. Print clearly and accurately.
This is the information that will be printed on the card.

Name

Title

(optional) Department, Center, Lab or Degree – Red Bold

Department, Center, Lab or School – Black Bold

Institute Name – Massachusetts Institute of Technology *(default)*

Institute Address – 77 Massachusetts Avenue *(default)*

Building and Room Number *(appears next to Address)*

Institute Address – Cambridge, Massachusetts 02139-4307 *(default)*

Circle One: Phone / Fax / Cell

Circle One: Phone / Fax / Cell

Circle One: Email address / Web address

Circle One: Email address / Web address

TURN OVER TO COMPLETE



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2 SERIF FONT, NO STRIPE




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3 SANS SERIF FONT, WITH STRIPE



Stephen Lyle
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CUSTOMER INFO

Please fill-in the following information. Print clearly and accurately.

Today's Date

Card Quantity (see pricing)

100 250 500 1000

Turnaround:

48hr Standard, no charge

24hr Rush, add \$10.00 per order

Card Stock Color:

White Natural

First and Last Name

MIT Address (Building and Room)

Pick-up Date and Time Requested (PDF must be approved before Pick-up)

Email Address for PDF Proof Approval (PDF must be approved before Pick-up)

Customer Signature

PAYMENT INFO

MIT Cost Object

Other Payment Type (Pay when you pick up)

MasterCard or Visa

TechCash

Cash

Other

Check

MIT COPYTECH USE ONLY

PDF Proof Emailed

Final PDF to PDF Template

PDF Proof Approved

Template Printed & Trimmed

Final PDF to Press Bleed | No Bleed

Cards Boxed and Shelved

PRICING

Minimum order 100 cards

Card Quantity	100lb Cover (White or Natural)
100	\$20.00*
250	\$25.00*
500	\$30.00*
1000	\$35.00*

* Standard turnaround is 48hrs. 24hr turnaround is an additional \$10.00 per order.

Two-sided cards available at additional cost. Format must follow MIT business card guidelines. Ask a customer service representative for details. Use comments section below to indicate flip side content.

SPECS

Official MIT card formats are not customizable.

3.5" width x 2" height

Digitally printed

100lb premium card stock - White or Natural

Professionally designed

Fast turnaround: 48hrs (24hrs for additional fee*)

Adheres to MIT Graphic Identity Guidelines:

Official MIT logo

Official MIT cardinal red (Pantone 201)

Official fonts (Universe and Janson Text)

Comments

Cash/Charge Transaction? Return Form to Mike Healy