

**PRINTING REQUISITION -**  
**Student Business Card**  
 Form fields are computer interactive (for typing)

1919 Green Road  
 Ann Arbor, MI 48109-2564  
 ph: (734) 764-6230

**fax order to: (734) 763-5147**

Email: [PrintingServices@umich.edu](mailto:PrintingServices@umich.edu)

Date: \_\_\_\_\_

- Will pay with Cash (pick-up only: sales tax will be added, NO checks or credit cards allowed)
- Charge to Departmental ShortCode \_\_\_\_\_
- Charge to Student's Account \_\_\_\_\_ (Tax not charged)

**INSTRUCTIONS:**

This form is to accompany the STUDENT PERSONAL IDENTIFICATION CARDS ORDER FORM and the CONDITIONS OF USE FORM.

**ORDER QUANTITIES OF: 50 = \$20 or 100 = \$25 or 250 = \$30 (PLUS SALES TAX)**

Quantity	Description (Student Name) — multiple requests may be entered	(LEAVE BLANK)

Production time is 5-7 business days.  
 If you require them sooner, please indicate below.

If paying with cash please bring **exact change** when picking up your cards.  
 6% Sales tax will be added to your order.  
**No** credit cards or checks accepted.

NOTES:

**Final cost with tax (when paying with cash):**  
 50 cards = \$ 21.20  
 100 cards = \$ 26.50  
 250 cards = \$ 31.80

**A PDF proof will be e-mailed to:**

<p><b>YOUR CONTACT INFO:</b></p> <p>Name _____</p> <p>Phone _____</p> <p><b>E-mail</b> _____</p>	<p><b>DELIVERY INSTRUCTIONS:</b></p> <p><input type="checkbox"/> Pick-up (must pick-up if paying cash)    <input type="checkbox"/> Ship to Campus Building</p> <p><b>CAMPUS DELIVERY ADDRESS</b></p> <p>Name _____</p> <p>Rm / Bldg. _____</p> <p>Campus Zip _____</p> <p>Street Address _____</p> <p>City _____ State _____ Zip _____</p>
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Signed \_\_\_\_\_  
 If using Departmental Shortcode, manager's authorized signature

# STUDENT BUSINESS CARD ORDER FORM

Form fields below are computer interactive (for typing)

Please print or type information **EXACTLY** as you wish it to be printed.

 UNIVERSITY OF MICHIGAN	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
<hr/>	
<input type="text"/>	

EXAMPLE

 UNIVERSITY OF MICHIGAN	<b>Your Name</b>
	Degree text
	Optional text
	Optional text
<hr/>	
School Name as you want it to appear	
Optional address, city, state, zip	
000-000-0000	
email@umich.edu	
optional web	

## University of Michigan Printing Services

1919 Green Road, Ann Arbor, Michigan 48109-2564 • Telephone: 734-764-6230 • FAX: 734-763-5147  
PrintingServices@umich.edu

# Conditions of Use

## University of Michigan Student Personal Identification Cards

The University of Michigan “Block M” is an official trademark of the University of Michigan. The University of Michigan grants individual students the right to use the Block M on personal identification cards, provided that students adhere to the following conditions:

1. Students must use the standard card design.
2. Cardholders may not photocopy, scan, alter, or otherwise use the Block M Logo independently for any purpose whatsoever without the express permission of the Office of the Vice President for Communications of the University of Michigan.
3. Student personal identification cards may be used only for purposes directly related to the student’s attendance at, or graduation from, the University of Michigan. The personal identification cards may not be used for the student’s own business or personal purposes, or for any other purposes.
4. Valid University of Michigan student identification must be presented to the printer at the time the cards are ordered.

**I agree to accept the terms and conditions for use of the University of Michigan Block M on my personal identification cards as outlined above.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (please print) \_\_\_\_\_

Telephone: \_\_\_\_\_ Expected graduation date: \_\_\_\_\_