PROCUREMENT & CONTRACTS
TEMECULA BUSINESS CARD ORDER FORM

VENDOR CONTACT INFORMATION

Palomar Pen and Office Supply	**Sales Rep**: Craig Morrison
663 S. Rancho Santa Fe #158	**Telephone**: (760) 727.1623
San Marcos, California 92078	Email: rcmorrison@sbcglobal.net

ORDER DATE:	MM/DD/YY

INSTRUCTIONS

1. Fill in appropriate information.
2. Print this page as your order form.
3. Email to Palomar Pen.

Note: Any deviations from the standard CSUSM Graphic Standards will result in additional cost to your department. **All orders will be delivered to Distribution Services**.

TEMECULA BUSINESS CARD TEMPLATE

First MI Last Name, plus Ph.D. or other designation (if applicable)
Title 1
Title 2 - Optional

California State University SAN MARCOS at Temecula

www.csusm.edu

Office: 760.750.####
Cell: ###.###.#### (optional)
Fax: 760.750.#### (optional)
email@csusm.edu

Campus Phone: 951.676.9254
www.csusm.edu/temecula

Cal State San Marcos at Temecula
43890 Margarita Road
Temecula, CA 92592

ORDER INFORMATION

QTY.	Unit	Description	Unit Price	Total
	500 per box	Standard Format- Simple Design w/ Black Ink Only	$35.00	
	500 per box	Enhanced Format- Standard plus Blue / Gray Background	$45.00	
	1000 per box	Standard Format- Simple Design w/ Black Ink Only	$46.00	
	1000 per box	Enhanced Format- Standard plus Blue / Gray Background	$55.00	
Deliver to: **Name:**			**TAX @ 7.75 %**	
Department: **Building** **Room**			**TOTAL**	

PAYMENT METHOD

☐ **Pro Card**	**Account Number:**		**Expiration Date:**	MM/YY
	Cardholder Name:		**Extension No:**	X
	Cardholder Signature:		**Date Signed:**	

Standard Format
Simple Design w/ Black Ink Only



Enhanced Format
Standard plus Blue-Gray Background

