

BUSINESS CARD – ORDER FORM
for
AMERICAN UNIVERSITY

Please print information in the appropriate area as indicated below and forward to Purchasing Department with Requisition.

1. NAME:
2. TITLE:
3. UNIT : Kogod School of Business
4. ZIP + 4: 20016-8044
5. PHONE NO.: 202-885-
6. FAX NO.: 202-885-
7. E-MAIL:
8. WEB ADDRESS: kogod.american.edu

The diagram shows a business card template with the following fields and corresponding numbered arrows:

- 1. NAME:** Points to the top line of the contact information.
- 2. TITLE:** Points to the second line of the contact information.
- 3. UNIT:** Points to the third line of the contact information.
- 4. ZIP + 4:** Points to the ZIP code field in the address block.
- 5. PHONE NO.:** Points to the phone number field in the address block.
- 6. FAX NO.:** Points to the fax number field in the address block.
- 7. E-MAIL:** Points to the email address field in the address block.
- 8. WEB ADDRESS:** Points to the website URL field in the address block.

The business card template includes the American University logo and the following text:

AMERICAN UNIVERSITY
WASHINGTON, DC

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

4400 Massachusetts Avenue, NW Washington DC 20016-8044
202-XXX-XXXX Fax: 202-XXX-XXXX
E-mail: XXXXXXXXXXXXXXXX
kogod.american.edu