



BUSINESS CARD ORDER FORM

Standard Format

All cards printed to USPS Corporate Specifications.

- Personalized with your business card text.
- Up to 4 lines of Braille text can be added.
- First Class Mail or Express Mail Shipping.

Important Notice. Only Authorized USPS employees may order these business cards. USPS employees may only order personalized text which they are authorized to use.

TYPE
LIMIT:

3 LINES
ABOVE
AND
4 LINES
BELOW

Positioned
as shown.

PETE SHIPMAN
MANAGER, POST OFFICE OPERATIONS

1970 POST OFFICE WAY
AGAWAM MA 01001-9998
413-123-4567 F: 413-765-4321
www.usps.com pete.shipman@usps.gov

CARD INFO	Personal Information	Telecom Information
	Name <small>required</small> _____	<input type="checkbox"/> Blackberry <input checked="" type="checkbox"/> Phone _____ - _____ - _____ <input type="checkbox"/> Cell Extension _____ <input type="checkbox"/> Fax <input type="checkbox"/> Mobile <input type="checkbox"/> Pager <input type="checkbox"/> None
	Main Title <small>required</small> _____	<input type="checkbox"/> Blackberry <input checked="" type="checkbox"/> Fax _____ - _____ - _____ <input type="checkbox"/> Cell Extension _____ <input type="checkbox"/> Mobile <input type="checkbox"/> Pager <input type="checkbox"/> None
	Optional Title or Office Name _____	
	Address Information	Internet Information
	Street Address <small>required</small> _____ City <small>required</small> _____ State <small>required</small> _____ Zip + 4 <small>required</small> _____	E-Mail Address <small>required</small> _____ Website: www.usps.com

Cardholder Information (must match card Billing Info)	Shipping Information (if different from Cardholder Information)
Cardholder Name _____ USPS Office _____ Street Address _____ City _____ State _____ Zip + 4 _____ Credit Card Number _____ Expiration Date _____	Requestor Name _____ USPS Office _____ Street Address _____ City _____ State _____ Zip + 4 _____ Cardholder Phone _____ Cardholder E-Mail _____

Braille Embossing (only if Braille cards ordered)	Product	Shipping Method	Quantity Per Box	Price Per Box	# of Boxes	Extension
<p style="color: red; font-size: small;">Embossed on front side of card. Maximum 14 Braille characters per line.</p> Braille Text Line 1 <small>required</small> _____ Braille Text Line 2 _____ Braille Text Line 3 _____ Braille Text Line 4 _____	Standard USPS Business Cards	First Class Mail	250 ea	\$9.43		
			500 ea	\$11.90		
			1000 ea	\$18.87		
		Express Mail	250 ea	\$24.48		
			500 ea	\$25.51		
			1000 ea	\$31.08		
	Braille USPS Business Cards	First Class Mail	250 ea	\$71.93		
			500 ea	\$136.90		
		Express Mail	1000 ea	\$268.87		
			250 ea	\$86.98		
		500 ea	\$150.51			
		1000 ea	\$281.08			
	Fax/Mail Processing Fee - \$2.50 per box <small>(required)</small>			\$2.50		
TOTAL						

TOLL FREE CUSTOMER SERVICE: 800-888-0442
FAX ORDERS TO: 800-559-9455
OR MAIL ORDERS TO: U.S. Stamp & Sign
1480 Gould Drive
Cookeville, TN 38506-4152