NETL Business Cards

Business cards have been designed to represent a consistent institutional image to our stakeholders. You may order cards with one or more site office addresses, and you have several options for ordering.

Generic Business Cards

A generic card containing the NETL website and customer service number will be made available to all employees. Contact the Public Affairs Office for a supply of generic cards.

Personalized Business Cards Purchased by Employee

Employees can purchase business cards through a printer giving NETL employees a special reduced price. The price is reasonable, and the ordering process has been simplified for your use. Complete the order form on the next page, attach your personal check, and mail both the form and check to the address indicated. If you order with other employees, a further discount is offered.

Personalized Business Cards Printed at NETL

Quality business cards, consistent with the institutional format, can be printed in house. Normal turn-around time for processing business cards is 10 working days. Up to 100 cards can be ordered in house.

The employee should submit a Word Processing Services Requisition (NETL F 575.1-2). The form includes the employee's relevant personal information (name, title, organizational name (optional), phone number, mobile number (if applicable), fax number, and which site office address(es) are to be printed) and the number of cards required.

Personalized Business Card

NETL Business Card Order Form
(use for personal payment orders only)

Personal Information:

Name

Title

Organization (if desired)

Address:

Check address(es) to be listed AK ☐ OR ☐ OK ☐

PA ☐ WV ☐

Phone No.: Mobile No.:

Fax No.:

E-Mail Address:

Additional Information:

	Quantity	Price	Check One Only
4 employees order together	500	$20.00	☐
3 employees order together		$22.50	☐
2 employees order together		$25.00	☐
1 employee orders alone		$35.00	☐

All prices include tax and shipping. Personal checks should be made payable to **Jet Business Cards** and mailed to Jet Business Forms, 10th and Glenwood, Ambridge, PA 15003.