



Business Card Order Form

Leading Health Care In The 21st Century



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Visit Our Network Web Site
<http://www.va.gov/visns/visn02/>

For 24 Hour Patient Care Information
 Call Telcare Toll-Free
 1-888-838-7890

Please PRINT CLEARLY the following information that will appear on your business card. Cards are designed with the Network approved standard front & back format exactly as sample shown . **NO ADDITIONAL LOGOS CAN BE ADDED.**

Price Guide
 (Circle quantity requested)

250	\$30
500	\$35
1,000	\$39
1,500	\$43

Please note:
 A purchase order number is required to process card through for printing.

Name

Title

Facility

Street Address

City, State, Zip

Up to **THREE** lines of information can be added to the lower right corner. **INFORMATION MAY VARY** (ie: cell phone # in place of e-mail). Recommended items are:

Phone

Fax

E-mail Address @med.va.gov

1. Printing requests are approved by, and sent through your local Care Line Manager.
2. After your order is typeset, you will receive a proof via MS Exchange for your approval. Please make sure all words and numbers are spelled and entered correctly. Please return the proof promptly.
3. Please allow 2-4 weeks for delivery after approval of final proof. Shipping will be to above unless otherwise indicated.
4. **FAX** completed form to: **(607) 664-4893** **OR mail to:** Network Print Shop
 VA Healthcare Network Upstate New York at Bath
 SL/137/78/112, Bath, NY 14810

Network Print Shop Contact Information
 Kathleen Laughlin, Richard Carpenter, *Print Management Specialists*
 Phone: (607) 664-4851 or (607) 664-4852
 Fax: (607) 664-4893
 E-Mail: visn2printshop@med.va.gov
 Intranet: vawww.visn2.med.va.gov/ms/printshop/index.html

Billing Info. (must be completed in order to process order)

Care Line/Service Line: _____ Date: _____

CL/SL Manager's Signature: _____

Purchase Order # (required in order to process) _____

