BUSINESS CARD PRINTING REQUEST

State Form 54197 (R2 / 12-10)
Approved by State Board of Accounts, 2010

PEN PRODUCTS
Prison Enterprises Network

INFORMATION REQUEST

☐ New Order
☐ Reorder *(No changes)*
☐ Reorder *(With changes)*

DATE OF REQUEST _____ *(month, day, year)*

QUANTITY 500 ☐
1,000 ☐

Email Address *(Required for proof approval)*	
Name	Title
Telephone Number *(Please include area code)*	
Fax Number	Cell Phone Number
Email Address	
Street Address	
P.O. Box Address	Room/Suite Number
City	State / ZIP Code
Facility	County
Division/Department	Section
Seal/Badge Color *(If color choice is an option)*	
Additional Comments	

PRICING INFORMATION

Number of Colors	Quantity	Paper Weight	Paper Stock	Price
1	500	80# Cover	White	$19.40
1	1,000	80# Cover	White	$33.80
2	500	80# Cover	White	$22.13
2	1,000	80# Cover	White	$39.26
3	500	80# Cover	White	$34.06
3	1,000	80# Cover	White	$63.12
4	500	80# Cover	White	$68.28
4	1,000	80# Cover	White	$131.55

PLEASE NOTE: Above pricing includes delivery. Sales tax is not included. Please add a 7% sales tax to your final order for exact cost. There will be a $10 charge for 2-sided card designs.

INTERNAL USE ONLY

Date Payment Received *(month, day, year)*

Payment Received By

Date Order Entered *(month, day, year)*

Order Entered By

Order Number

INSTRUCTIONS FOR ORDERING PROCESS

CASH SALES FOR STATE OF INDIANA EMPLOYEE BUSINESS CARDS

ALL ORDERS REQUIRE PRE-PAYMENT. Payment will be accepted via credit or debit card only, and must be received prior to any production.

THE PROCESS FLOW

1. Customers contacting PEN Products will be sent the business card form.
2. Customer sends the completed form via **fax: (317) 234-7636 or email: penwebsales@idoc.in.gov**.
3. PEN Products Central Office Customer Service will contact the end-user to coordinate and process the pre-payments. When payment is processed, Customer Service communicates to Wabash Valley print shop to begin print process.
4. Wabash Valley will send to the customer the PDF file proof and request approval from customer to proceed with order production.
5. Upon proof approval receipt, cards are printed and shipped per instructions.

PLEASE SUBMIT THIS FORM via fax (317) 234-7636 or email at penwebsales@idoc.in.gov.