

			
Name & qualifications	<input type="text"/>	Student Name	
Position	<input type="text"/>	<i>PHD Student / MA Student</i>	
Telephone	<input type="text"/>	T: +44 (0)1524 XXX XXXX M: +44 (0)7XX XXX XXX	
Social media	<input type="text"/>	 @twitteraddress  uk.linkedin.com/studentname	
Address	<input type="text"/>	Address, Lancaster University, Lancaster, LA1 XXX, UK	
Email	<input type="text"/>	E: e.mail@lancaster.ac.uk	
Website	<input type="text"/>	www.studentwebsite.ac.uk	

1. Details shown on card

Department or faculty name	<input type="text"/>
Name and qualifications	<input type="text"/>
PhD or MA student	<input type="text"/>
Full address	<input type="text"/>
Telephone(s) – landline	<input type="text"/>
Telephone – mobile (if any)	<input type="text"/>
Fax (if any)	<input type="text"/>
Email	<input type="text"/>
Twitter username (optional)	<input type="text"/>
LinkedIn address (optional)	<input type="text"/>
Website address (if any)	<input type="text"/>

2. Quantity required

Quantity (please select)	<input type="text"/>
Extra business card orders (i.e. after the first lot) if ordered in the same batch are charged at 50% of the rates shown. These will be discounted automatically by Printing Plus.	
Stationery is normally delivered within 4 days of your approval of the requested wording which we will set up to your specifications. If you have a deadline for completion please place a tick here and enter a deadline date.	<input type="text"/>

3. Orderer's contact details and delivery location

Name of person placing the order	<input type="text"/>
Email address of person placing the order	<input type="text"/>
Telephone number of person placing the order	<input type="text"/>

Please complete this form and email it to uni.stationery@pplancaster.co.uk. We will then contact you to arrange payment.

You cards will be available to collect from the reception desk at The Base, Alexandra Square - we'll let you know when they're printed.

If you need any assistance please contact the University Stationery Hotline on 01524 581606 or email uni.stationery@pplancaster.co.uk. We are here to help.

printing-plus

University Stationery Hotline 01524 581606

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