

PROCEDURE #11-009: Ordering Business Cards

EFFECTIVE DATE: February 7, 2011, Revised June 20, 2018, Revised October 19, 2018

University business cards should be purchased from one of the following contract sources using the approved Business Card template located on the [Business Card Order Form](#) on the Forms Page of the Procurement Services webpage.

Contact information for the University contractors is as follows:

VCE Customer Service	804-598-4251	vcecustsrv@vadoc.virginia.gov
Colley Ave Copies & Graphics Inc	757-440-4000	colleyavenuecopies@gmail.com
Liskey & Sons Printing, Inc.	757-672-8712	guy@liskeyprinting.com
Professional Printing Center	757- 547-1990	jburke@professionalprinting.com
Worth Higgins & Associates, Inc.	804-565-3557	mmcgee@whaprint.com

Virginia Correctional Enterprises (VCE) is the main source for business cards, printed stationary and envelopes. You may go to through the Procurement Services webpage when [ordering](#) or directly to the VCE website at <https://www.govce.net/>. When ordering through the VCE website, please remember that:

- Orders must be issued using the University's Purchasing Card ("PCard"); end users will have to click the "Login" option at the top right of the page, then will be prompted to enter an email address and password. If you have not registered with the site before, please select "Register" at the bottom left of the popup login screen, enter your information and submit to complete the registration process. Allow for up to 24 hours before accessing your new account.
- After logging in, type "**221**" in the Search Product box to show all ODU's business card templates. You can design your card, preview the item for approval and add the item(s) to the shopping cart for immediate check out.
- All information must be correct before submitting your order. VCE does not provide proofs so it is important to ensure all information is correct prior to submitting order.

If ordering from a vendor other than VCE, submit the Business Card Order form to one of the above reference contract vendors. Payment can be made via PCard or PA01 form.

Procurement Services Contact:

Barbie Edwards

757-683-7158

bdedward@odu.edu

Business Card Order Form

Please Fill out electronically. If using Acrobat Reader, you must print out the form once you have filled it out.
You will not be able to save the form with the added information.

Department Name: _____

Date of Order: _____ Requested Delivery: _____ Quantity: _____

Email/Fax Proof To: _____

Deliver To: Name: _____ Room and Building: _____

Card Design: (Check One) **Logo A** **Logo B** **Logo C**

Raised Lettering Option: (only available in the following styles): (Check one) **Logo C**

Card Information: (Up to 11 lines of copy allowed)

Name: _____

Title: _____

Department: _____

Location/Address: _____

Office Phone No.: _____ Fax No.: _____

Email: _____

A

OLD DOMINION UNIVERSITY
IDEA FUSION

Name
Title
Department

Location
Norfolk, Virginia 23529

Office: 757/683-000
Fax: 757/683-000

email@odu.edu

B

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