Section 3

Communication
Business cards

ANR Business Card Pricing by Quantity

Refer to page 3.1a to see samples of each style.

Style #1
250 = $35.00
500 = $40.00
1,000 = $45.00

Style #2
Note: This card can also be ordered with the optional bottom right corner logo (see style #3)
250 = $38.00
500 = $45.00
1,000 = $55.00

Style #3
Note: Sample card shown with optional bottom right corner logo. Pricing below is for standard card without the second bottom logo - for all optional bottom logos, add $10.00 *
250 = $38.00
500 = $45.00
1,000 = $55.00

Style #4 This style to be used for UCCE logo only **
Note: Available in both recycled grey or white (shown in both colors on following page). Please specify color when ordering. The UCCE logo may also be used in style #3.
250 = $38.00
500 = $45.00
1,000 = $55.00

Style #5
250 = $45.00
500 = $55.00
1,000 = $65.00

Ordering Instructions

All orders should go directly though UC Campus Copy. Please use the Campus Copy order form when ordering ANR business cards. The Campus Copy order form can be found on page 3.1b. The phone number for Campus Copy is 510-642-2679 and the fax number is 510-642-7927.

Please be sure to specify which style you are ordering and provide your account or billing information on the order form.

*Additional Notes: If you would like to add an optional bottom right corner logo (per style 3 card shown with optional second logo) camera-ready artwork must be provided to Campus Copy and there is an additional $10.00 fee.

**The UCCE card style shown in style 4 should only be used for the UCCE second logo as other second logos do not lend themselves to this option and should be placed in the lower right corner.
Business Card Samples

ANR Style 1

UNIVERSITY of CALIFORNIA
Agriculture & Natural Resources
Office of Governmental & External Relations
John “Bug” Roach
Assistant Managing Editor
California Agriculture
1111 Franklin Street, 6th Floor
Oakland, CA 94607-5200
(510) 987-0000  FAX (510) 587-0000
john.roach@ucop.edu

ANR Style 2

UNIVERSITY of CALIFORNIA
Agriculture & Natural Resources
Office of Governmental & External Relations
Amy Johnson
Database Specialist
1114 Franklin Street, 6th Floor
Oakland, CA 94607-5200
(510) 987-0000  FAX (510) 587-0000
Amy.Johnson@ucop.edu

ANR Style 3

UNIVERSITY of CALIFORNIA
Agriculture & Natural Resources
Statewide Integrated Pest Management Project
Amelia Earhart
Information Systems Manager & Chief Pilot
Davis, CA 95616-8821
(530) 752-0000  FAX (530) 752-0000
aearhart@ucdavis.edu

ANR Style 4

UNIVERSITY of CALIFORNIA
Agriculture & Natural Resources
Cooperative Extension, Fresno County
Charles “Chuck” Yeager
Farm Advisor
1728 South Maple Ave., Fresno CA 93702
(559) 456-0000  FAX (559) 456-0000
cyeager@ucdavis.edu

ANR Style 5

UNIVERSITY of CALIFORNIA
Agriculture & Natural Resources
Office of Governmental & External Relations
Daniel “Chappie” James, Jr.
Director
1111 Franklin Street, 6th Floor
Oakland, CA 94607-5200
(510) 987-0000  FAX (510) 587-0000
Daniel.James@ucop.edu

12/1999
ORDER INFORMATION

Bill To:
Department ________________________________
Contact ________________________________
Address ________________________________

Ship To:
Department ________________________________
Contact ________________________________
Address ________________________________

City/State/Zip ________________________________
Phone __________________ Fax # __________________
Recording # __________________
and/or Loc-Acct-Fund-Sub __________________

Order No. ____________________
Job No. ____________________
Order Date ____________________
DUE Date/Time: ____________________

If order will be paid for with non-UC funds, please make check payable to "UC Regents". I verify that this order is in compliance with University of California policy on the reproduction of copyrighted materials used in instruction and research, and approve all charges for this order.

Business Cards: Provide address information below or attach card sample.

(Please type or print clearly.) ☐ RUSH: 3-5 working days ☐ Standard: 7-10 working days

(Add $15)

ANR Card Style: ________________________________ Quantity: 250 / 500 / 1000
Name: ________________________________
Title: ________________________________
Department: ________________________________
Other Addr. Info.: ________________________________
Addr. & Mail Code: ________________________________
City, State, ZIP+4: ________________________________
Telephone No.: (______) ________________________________
Fax No.: (______) ________________________________
E-Mail Address: ________________________________
URL: ________________________________
☐ 2nd Logo (supply Camera Ready Art)

SPECIAL INSTRUCTIONS:
Notehead

5.5” x 8.5” (actual size)

This example is personalized. Delete the personalized elements for a generic department notehead.

Bill W. Fredrick
Senior Assistant

1111 Franklin Street, 6th floor
Oakland, CA 94607-5200
(510) 987-9862
FAX (510) 465-2659
Notehead examples
Inter-office memo

8.5" x 11" (shown 70% actual size)
FAX cover sheets

8.5" x 11" (Shown 70% actual size)
Date: ____________________

To: _______________________

FAX: _______________________

From: _______________________

FAX: _______________________

Phone: _______________________

Cover sheet plus _____ pages.

Comments:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________
Penalty mail enclosure slips

Penalty mail letterhead and envelopes can be found on pages 2.4 to 2.6.

8.5" x 3.66" (Shown 75% actual size)

Example of county enclosure slip

University of California Cooperative Extension
Agriculture & Natural Resources

Enclosed is the material you requested or might be of interest to you. Please let us know if we can be of further service.

Sincerely,
[Authorized Name]
[Title]

1720 South Maple Avenue
Fresno, CA 93702
(209) 456-7285
FAX (209) 456-7575

Support for Cooperative Extension is supplied by federal, state, and county governments. Cooperative Extension provides the people of California with the very latest scientific information in agriculture and the family and consumer sciences. It also sponsors the 4-H Youth Program. Cooperative Extension representatives, serving in all counties of California, are known as farm, home, or youth advisors. They will be happy to provide you with information in their fields.

Example of OGER enclosure slip

University of California Cooperative Extension
Agriculture & Natural Resources

The enclosed information is provided by Cooperative Extension, an educational agency of the University of California and the United States Department of Agriculture.

Steven P. Nation
Director, Governmental & External Relations

1111 Franklin Street, Suite 1100
Oakland, California 94612
(510) 643-3263
FAX (510) 643-3264

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University of California and U.S. Department of Agriculture cooperating.
Notepads

4.25" x 5" (shown actual size)
Name tags

3" x 4" (shown actual size)