



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 through *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

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

ANR Style 2



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Agriculture & Natural Resources
 Office of Governmental & External Relations

Amy Johnson
Deputy Director

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 Oakland, CA 94607-5200
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 Amy.Johnson@ucop.edu

ANR Style 3

ANR Style 3



UNIVERSITY of CALIFORNIA
Agriculture & Natural Resources
 Statewide Integrated Pest Management Project

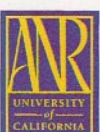
Amelia Earhart
Information Systems Manager & Chief Pilot

Davis, CA 95616-8621
 (530) 752-0000 FAX (530) 752-0000
 aearheart@ucdavis.edu



ANR Style 4


ANR Style 4



UNIVERSITY of CALIFORNIA
Agriculture & Natural Resources
 Cooperative Extension, Fresno County


Charles “Chuck” Yeager
Farm Advisor

1720 South Maple Ave., Fresno, CA 93702
 (559) 456-0000 • FAX (559) 456-0000
 cyeager@ucdavis.edu



ANR Style 4


ANR Style 4



UNIVERSITY of CALIFORNIA
Agriculture & Natural Resources
 Cooperative Extension, Fresno County

Charles “Chuck” Yeager
Farm Advisor

1720 South Maple Ave., Fresno, CA 93702
 (559) 456-0000 • FAX (559) 456-0000
 cyeager@ucdavis.edu



ANR Style 5

ANR Style 5

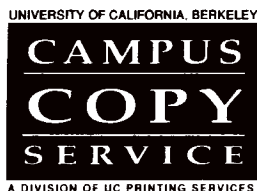


UNIVERSITY of CALIFORNIA
Agriculture & Natural Resources
 Office of Governmental & External Relations

Daniel “Chappie” James, Jr.
Director

1111 Franklin Street, 6th Floor
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 (510) 987-0000 FAX (510) 587-0000
 Daniel.James@ucop.edu





2120 Oxford Street # 7340
 Berkeley, California 94720-7340
 Phone: (510) 642-2679
 FAX: (510) 642-7927
 FTP-UCPRINT.Berkeley.edu

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

ORDER INFORMATION

Bill To:

Department _____
 Contact _____
 Address _____

 Phone _____ Fax # _____
 Recording # _____ and/or Loc-Acct-Fund-Sub _____ - - -

Ship To:

Department _____
 Contact _____
 Address _____
 City/State/Zip _____
 Phone _____ Dept. Ref. No. _____
 Signature _____

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
 (Add \$15)

Standard: 7-10 working days

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)



UNIVERSITY of CALIFORNIA

Agriculture & Natural Resources


Office of Governmental & External Relations

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



UNIVERSITY of CALIFORNIA
Agriculture & Natural Resources

Cooperative Extension
Fresno County

6701 San Pablo Avenue
Oakland, CA 94608-1239
(530) 757-8930
FAX (503) 757-8940



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Agriculture & Natural Resources

Office of Governmental & External Relations

Inter-office memo

8.5" x 11" (shown 70% actual size)



UNIVERSITY *of* CALIFORNIA

Agriculture & Natural Resources

Office of Governmental & External Relations

To:

From:

Date:



Subject:

Penalty mail enclosure slips


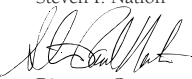
Penalty mail letterhead and envelopes can be found on pages 2.4 to 2.6.

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

Example of county enclosure slip

	<p>University of California Cooperative Extension Agriculture & Natural Resources</p>	<p>Fresno County</p>
<p>Enclosed is the material you requested or might be of interest to you. Please let us know if we can be of further service.</p>		<p>1720 South Maple Avenue Fresno, CA 93702 (209) 456-7285 FAX (209) 456-7575</p>
<p>Sincerely,  [Authorized Name] [Title]</p>		<p>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.</p>
<p><small>The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). University Policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Staff Personnel Services Director, University of California, Agriculture and Natural Resources, 1111 Franklin, 6th Floor, Oakland, CA 94607-5200 (510) 887-0096.</small></p>		
<p><i>University of California and U.S. Department of Agriculture cooperating.</i></p>		

Example of OGER enclosure slip

	<p>University of California Cooperative Extension Agriculture & Natural Resources</p>	<p>Oakland, California</p>
<p>The enclosed information is provided by Cooperative Extension, an educational agency of the University of California and the United States Department of Agriculture.</p>		<p>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. Their offices usually are located in the county seat. They will be happy to provide you with information in their fields.</p>
<p>Steven P. Nation  Director, Governmental & External Relations</p>		
<p><small>The University of California prohibits discrimination against or harassment of any person employed by or seeking employment with the University on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam-era veteran or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). University Policy is intended to be consistent with the provisions of applicable State and Federal laws. Inquiries regarding the University's nondiscrimination policies may be directed to the Affirmative Action/Staff Personnel Services Director, University of California, Agriculture and Natural Resources, 1111 Franklin, 6th Floor, Oakland, CA 94607-5200 (510) 887-0096.</small></p>		
<p><i>University of California and U.S. Department of Agriculture cooperating.</i></p>		

Notepads

4.25" x 5" (*shown actual size*)



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Agriculture & Natural Resources

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Name tags

3" x 4" (shown actual size)

