



This is a WEB PAGE business card order form for the **Treasury Department Recreation Association, Inc. TDRA.** Please use our Business Card services through our on-line link.. You may download and return this completed form for special requirements, logos or services not provided online.

TDRA, 1500 Pennsylvania Avenue, NW. Wash. DC. 20220 Phone: 202-622-0326 FAX: 202-622-2599

Please fill-in all data: Today's date _____
Name _____ TDRA Member number _____ Expires _____
PHONE number _____ FAX _____
Bureau _____ Building _____ Office Symbol _____
Street Address _____ Room Number _____
City _____ State _____ Zipcode _____

If you have a sample business card to use for the type face and layout, please attach it here.

Please type or **clearly** print the information you want on YOUR card in the approximate format:

ORDERING INFORMATION -

ORDERS ARE NORMALLY RETURNED TO YOUR HOME WITHIN TWO WEEKS.

Please fill in the address information below:

Name: _____

Street Address _____

City _____ State _____ Zipcode _____

WHEN DO YOU NEED YOUR CARDS? _____

IF YOU REQUIRE EXPEDITED SERVICE (absolute minimum is four working days)

- a) Call TDRA Immediately to schedule your order.
- b) **If we can accommodate your request**, please add an additional **\$25.00** for **EXPEDITED HANDLING** and **overnight freight**.

THE STANDARD QUANTITY IS 500. Custom quantities (multiples of 250) are available.

Please add **\$10.00** for 500 additional cards and call for the price of quantities beyond 1000.

Quantity: 250 500 1000 Other: _____.

BUSINESS CARDS are printed on **WHITE, MEDIUM WEIGHT CARD STOCK**. Additional colors and papers are available. Please call for an appointment to see the style book. Please add **\$10.00** for custom stock.

Custom paper color: _____ the catalog stock number is: _____.

CARDS may be printed in **TWO INK COLORS** at no additional charge. (Black and another color).

Please choose from the following colors and fill in your choices below: Black, Blue, Green, Red, Brown, gold.* *

Three color print jobs and jobs where neither color is black require special handling. Please call for a price quote.

Seal Color: _____ Text Color: _____ Special color: _____.

Special instructions: _____.

SEALS and **LOGOS** are provided for all Treasury Bureaus and most Federal Agencies. They are sized at 9/16". The seal is regularly printed in the upper left hand corner of the card, approximately 1/4" from the top and left side margin. If you prefer a larger or smaller seal located elsewhere on the card, please indicate the size and location on the first page of this order. Please add an additional **\$10.00** to the cost of the cards if you choose a custom sized seal.

Please indicate the Treasury Bureau or other Federal Agency seal you want: _____

CARDS may be printed in over **90 FONTS (type faces)** and are set in a size to accommodate the information. We will match your sample card as closely as possible. Additional samples of cards, layouts and type faces are available through TDRA. If you would like to see a sample of your card after it is set in type but before it is printed, please check the **PROOF** box and add **\$6.00 (per proof)** to the cost of your order. An online proof is provided immediately at no extra charge. Using this form will increase your cost by \$6.00 and the delivery time by several days

Font Catalog Number: _____ Special Instructions: _____

	Item	Basic Charge	Order Charges
--	------	--------------	---------------

X	500 CARDS, BASIC STOCK, TWO COLORS INK 1 ST PROOF IS INLCUDED WITH EACH ORDER	\$30.00	\$30.00
X	Standard shipping/handling charge per 500 cards	\$ 6.00	\$ 6.00
	Additional options are given below:		
	Custom inks and / or additional inks (Quote on request)		
	Additional Cards (\$10.00 per 500 cards)		
	<u>Embossed</u> Gold Ink OR Foil Seals (500)	\$55.00	
	Custom Seal Size (indicate size desired beyond 9/16")	\$10.00	
	Proof – (Included at no extra charge for online orders only)	\$6.00	
	Expedited order shipping and handling	\$25.00	
	TDRA Membership (Optional) (10% discount to TDRA members – excludes shipping)	\$10.00	

BASIC TOTAL ORDER (\$36.00) \$_____

PLEASE ENCLOSE YOUR PAYMENT WITH YOUR ORDER:

Visa / MasterCard number: _____ Expiration: _____

(Personal check or money order only) \$_____ Sales Slip # _____

Please call TDRA at 202-622-0326 and leave a message or email us at: TDRA (LAN) or tdra@do.treas.gov (internet) for additional information on this order.

Membership in TDRA is no longer necessary for business card orders. However, membership is available to current and retired Treasury government employees, to government employees who work for other government agencies and to non-government employees who work at the Treasury. Membership in TDRA is valid for twelve calendar months from the date it is issued. A membership application form is provided for your convenience.

Please circle your eligibility: **Active, Associate (retired), Participating (other agencies)**

Only **active** membership carries voting rights in the organization.

Form date: June 21, 2003 Form expires – December 31, 2003

MEMBERSHIP APPLICATION FORM



Treasury Department Recreation Association, Inc.
 1500 Pennsylvania Avenue, N.W. Wash., D.C. 20220
 Telephone: 202-622-0326 Fax: 202-622-2599
 DONet (under "Services") Internet: www.recgov.org
 E-Mail: TDRA@do.treas.gov

**PLEASE PROVIDE US WITH YOUR EMAIL ADDRESS
 SO THAT WE MAY KEEP YOU POSTED OF TDRA
 ACTIVITIES**

FOR OUR OFFICE USE: date of this form: June 21, 2003

MEMBER NUMBER	DATE OF MEMBERSHIP	PAYMENT TYPE	SALE SLIP NUMBER	1	2	3	4

Please provide the following information:

Last Name _____ First Name _____ Initial _____

Employed by: _____ Office Symbol: _____
 (Federal Bureau, Federal Agency, Company)

Building: _____ Room/Suite Number: _____

Mailing Address _____

City _____ State _____ Zipcode _____

Work Phone _____ Fax Phone _____ E-Mail _____

Please enter me as a/an _____ (NEW ___ RENEWAL ___) member of the TDRA, Inc.

(Please choose from the categories listed)

Regular – Federal Treasury employees - in the DC Metropolitan area (voting privileges)

Associate - Retired Treasury Employees, family members - (non-voting membership)

Participating/Other Federal Employees within the DC area (non-Treasury) and Treasury Employees outside the DC Metropolitan area. Non-Federal employees working within the Treasury. (non-voting membership)