

We've Updated Your Ordering Portal

Go to www.piedmontpress.com/account

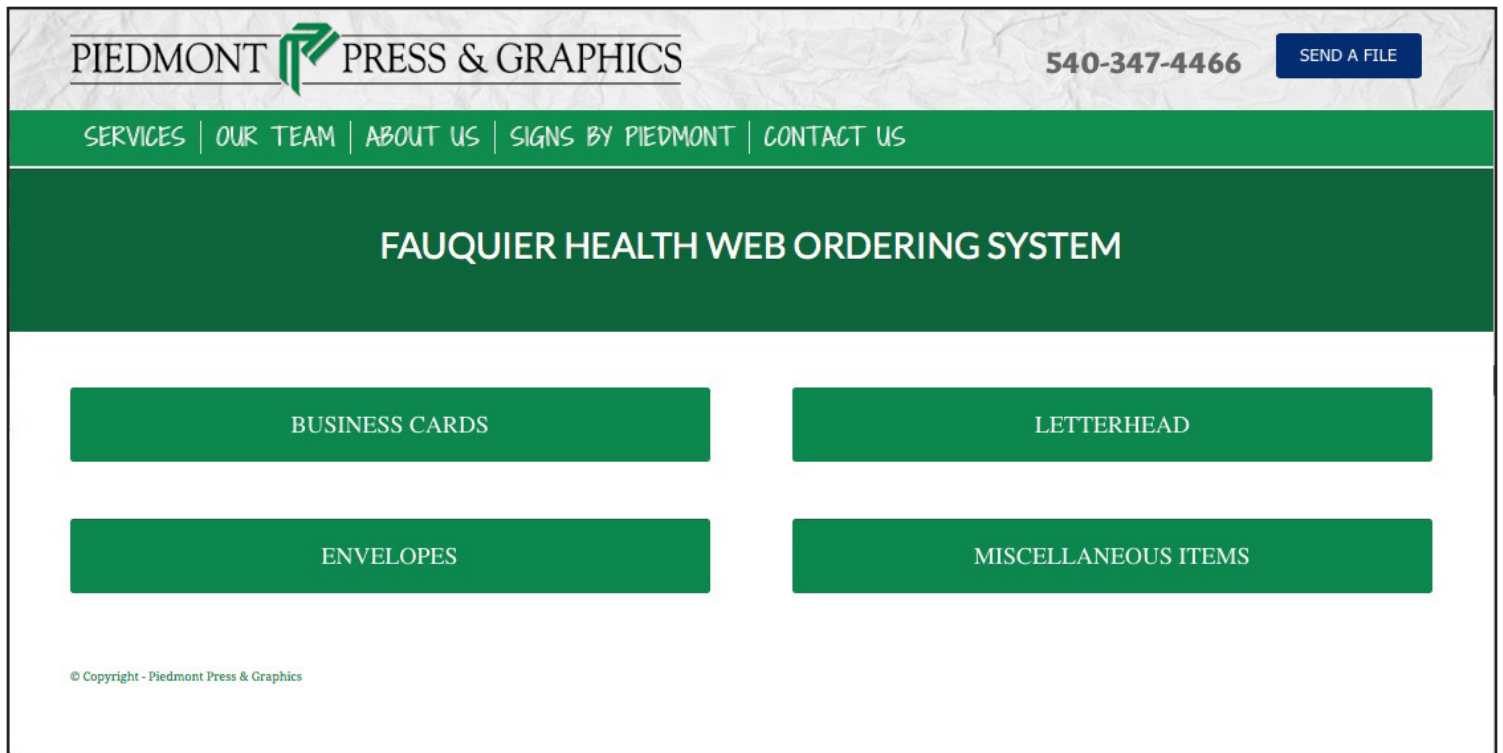
Password: **Fauquier1**



The products available on the website are the products that have been agreed upon between Piedmont Press & Fauquier Health to be available via web ordering. If you do not see your product please contact our customer service department (kaylee@piedmontpress.com) (540) 347-4466 and they will be happy to process your order for you.

All orders require your **cost center** for billing, a **delivery address** (as this is not always the address that is printed on the order), and the **name and email address of the person placing the order**.

Select the product you would like to purchase. There are four categories from which to choose:



For assistance please contact our office at 540.347.4466 or email kaylee@piedmontpress.com

BUSINESS CARD ORDERS

For all business card orders select the Business Card product:

Custom

Custom Business Card:

Enter the email address that we will email the proof to for approval and the name of the person ordering.

Fill out the information you want on the business card.

Select your quantity (for orders larger than 1,000 please contact our office).

Select which logo:

Fauquier Health or Fauquier Hospital

Select if you wish to have the appointment card verbiage printed on the back of the business card.

Select the cost center, delivery address and in the notes section please let us know of any other information we may need to process your order.

Once you have placed your order you should receive a proof within 48 business hours. Upon your approval of the proof via email your order will be processed and delivered.

** Select branch unknown if cost center is not listed or is unknown and include the cost center to be added to the notes.*

PIEDMONT PRESS & GRAPHICS 540-347-4466 SEND A FILE

SERVICES | OUR TEAM | ABOUT US | SIGNS BY PIEDMONT | CONTACT US

FAUQUIER HEALTH WEB ORDERING SYSTEM

Fauquier Hospital Custom Business Card Order Form

EMAIL PROOF TO: **NAME OF PERSON PLACING ORDER:**

ENTER EMAIL ADDRESS OF PROOFER

Enter all the information for your business card here - we will create a proof and email it to the indicated proofing address you fill in. Once you approve your proof we will print and deliver your cards.

NAME ON CARD: **Department:**

Name & Credentials: **Title:**

ADDRESS:

Street Address:

Street Address 2:

City: **State:**

ZIP Code:

Office Phone: **Fax:** **Email Address:**

OPTIONAL SECOND ADDRESS

Street Address:

Address Line 2:

City: **State:**

ZIP Code:

QUANTITY: 250 500 1,000

Select Logo: Fauquier Health: **FAUQUIER HEALTH** Fauquier Hospital: **FAUQUIER HOSPITAL**

ADD APPOINTMENT INFO TO REVERSE SIDE?
(Please note: there is a \$42.00 fee for adding the appointment info to the reverse side of your business card.)

Reverse Side Selection:

- Two-sided Appointment Card with generic appointment information on the back
- Two-sided Appointment Card with the two address/Warrenton-Gainesville addresses on the back
- Blank reverse side

BILLING INFORMATION:
Your order will not be processed without a cost center selected.

Cost Center:

Delivery Address:

Notes:

For assistance please contact our office at 540.347.4466 or email kaylee@pedmontpress.com

LETTERHEAD ORDERS

For all letterhead orders, **choose** the Letterhead product:

Select which Letterhead you need to order.

Select your quantity (for orders larger than 1,500 please contact our office).

Select the cost center* and delivery address. In the notes section please let us know of any other information we may need to process your order.

ENVELOPE ORDERS

For all envelope orders you will:

Select the envelope product.

Select the envelope size.

Select your quantity (for orders larger than 1,500 please contact our office).

Select the cost center* and delivery address. In the notes section please let us know of any other information we may need to process your order.

MISCELLANEOUS ORDERS

For all miscellaneous orders you will **select** the product:

- Privacy Notice
- Thank-You Cards with Envelopes

Privacy Notice:

Select your quantity (for orders larger than 1,500 please contact our office).

Select the cost center* and delivery address. In the notes section please let us know of any other information we may need to process your order.

Thank-you Cards with Envelopes:

Select your quantity (for orders larger than 250 please contact our office).

Select the cost center* and delivery address. In the notes section please let us know of any other information we may need to process your order.

* Select branch unknown if cost center is not listed or is unknown and include the cost center to be added to the notes.

Letterhead

Fauquier Hospital Letterhead - Order Form

SELECT LETTERHEAD



FAUQUIER HOSPITAL
500 HOSPITAL DRIVE
WARRENTON, VA 20186



FAUQUIER HEALTH
500 HOSPITAL DRIVE
WARRENTON, VA 20186



FAUQUIER HEALTH
550 HOSPITAL DRIVE
WARRENTON, VA 20186



**FAUQUIER HEALTH HOME
MEDICAL STORE**
550 HOSPITAL DRIVE
WARRENTON, VA 20186

EMAIL ADDRESS *

NAME OF PERSON PLACING ORDER *

Envelopes

Fauquier Hospital Envelopes - Order Form

SELECT ENVELOPE SIZE

- #10 Envelope
- #10 Window Envelope
- 6.5" x 9.5" Catalog Envelope
- 10" x 13" Catalog Envelope

EMAIL ADDRESS *

NAME OF PERSON PLACING ORDER *

DELIVERY ADDRESS *

Street Address

Street Address 2

City

State

ZIP Code

Miscellaneous Items



PRIVACY NOTICE



**THANK YOU CARDS
WITH ENVELOPES**