REQUEST FOR BUSINESS CARDS

Instructions: Choose one card style from above and complete the form below with legible print only. Supervisor signs and routes to Human Resources for approval of job title. Human Resources routes to Publications for layout and printing. The cost for printing business cards is $4.55 per 250 one-sided cards and $7.75 per 250 two-sided cards. The cards will be delivered in inter-office mail.

Supervisor's Approval _____________________________ Date ____________ Human Resources Approval _____________________________ Date ____________
Datatel Budget Number ____________________________

STANDARD: ..................... NAME (and optional DEGREE / TITLE abbrev.) ............................
STANDARD: ........................................... JOB TITLE / DEPARTMENT
STANDARD: ........................................... JOB TITLE / DEPARTMENT
OPTIONAL: ........ EXTRA TITLE / DEPARTMENT INFO (NOT ON RS CCD CARD)
STANDARD: ........ NAME OF SITE OR CAMPUS (BUILDING / ROOM OPTIONAL)
STANDARD: .............................................. STREET ADDRESS
STANDARD: ............................................. CITY, STATE, ZIP PLUS FOUR
STANDARD: ............................................. OFFICE TELEPHONE
STANDARD: ............................................. FAX TELEPHONE
STANDARD: ............................................. E-MAIL / INTERNET ADDRESS