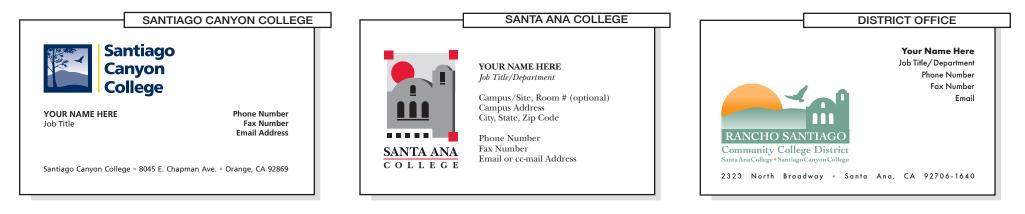
## **REQUEST FOR BUSINESS CARDS**

## CHOOSE ONE: (PLEASE CIRCLE ONE CHOICE)



*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 \$8.00 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.)	L I I I I I		
STANDARD:JOB TITLE / DEPARTMENT			
OPTIONAL: EXTRA TITLE / DEPARTMENT INFO (NOT ON RSCCD 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	L I I I I I		l l l l l l l l l l l l