

District Reprographics / Digital Print Business Card Request Form

Requests for customizations of business cards will not be accepted. Please show the exact spelling and punctuation for your business cards.



SAN DIEGO
Community College District

Employee ID#

Legal Name - Official Name with People, Culture, and Technology Dept.

Preferred Name (Optional)

Educational Credentials - Max 20 Characters (Optional)

Pronouns - Max 20 Characters (optional)

Official Job Title as listed with People, Culture, and Technology Dept.

Campus / Department Name - Address will be shown via QR code.

Office Phone Number Secondary Phone Number (Optional)

Fax Number (Optional)

Email @sdccd.edu

Quantity - Single Sided

250 cards (\$25)

500 cards (\$40)

1000 cards (\$45)

Quantity - Double Sided

250 cards (\$55)

500 cards (\$85)

1000 cards (\$100)

Budget number to be charged

Delivery: Provide campus and room number to be delivered to:

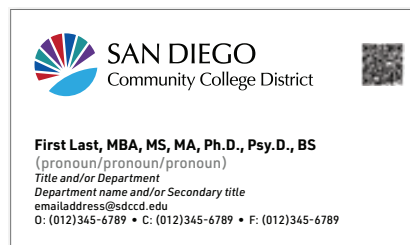
I certify that this is the official District title for the employee listed on the form.

Signature

Date

Authorization by:

Appropriate Manager



[Reset Form](#)

[Submit Form](#)

Sample Card - See next page for campus examples.

