

District Reprographics Business Card Request Form



Standard formatting applies to business cards. Please show the exact spelling and punctuation for your business cards.

Legal Name

Preferred Name *

Official Job Title

Department Name

Department Site Name

Department Address

Phone Number

Fax Number

Other Phone Number (optional)

Email

Pronouns (optional)

she, her, hers he, him, his they, them, theirs

Quantity

Single Sided

Double Sided

250 cards (\$25)

250 cards (\$55)

500 cards (\$40)

500 cards (\$85)

1000 cards (\$45)

1000 cards (\$100)

Budget number to be charged

Ship finished cards to

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

Signature

Date

Authorization by:

V.P of Administrative Services/Appropriate Manager

*** Approval of Preferred Name Use:** Preferred names which are different than legal name i.e. "Bill" for William would not need Cabinet member approval

Cabinet Member