



Reprographics
 4400 Cathedral Oaks Road
 P.O. Box 6307
 Santa Barbara, California 93160-6307
 (805) 964-4711 • FAX: (805) 964-4712
 Direct Dial: 964-4710 plus extension

Request for Employee Business Card

Instructions:

1. Please complete this form when placing an initial order for business cards **-or-** making changes to an existing card.
2. Submit this request with a Reprographics Order to Reprographics.
*(For reprints with **no changes**, submit **only a Reprographics Order.**)*

Format:



Quantity: 50 100 Other

Contact information on the business card is limited to:

Person's Name: _____

Job Title: _____

Department Name: _____

Primary phone number: _____

Cathedral Oaks direct dial (optional): ext. _____ **OR** Optional secondary (or cell) number: _____

Primary address (only one): _____

Primary FAX (only one): _____

Primary email (only one): _____

Additional essential contact information can be printed on the back of the card.
 Indicate additional essential information below (optional):

Sample information:

Additional Contact Information

Location/School Name
 Room Number
 Address
 City, CA 00000
 (805) 000-0000
 FAX 000-0000
 emailaddress@server.xxx

Approved by: _____
 Signature of Administrator/Director

_____ Date