



## Business Card Order Form

To order business cards, you must complete a Purchase Requisition (PR) and get it approved by your supervisor. After you submit the PR, complete this form and return it Human Resources. Human Resources will confirm your job title and route this form to the Marketing department to place the order. Your order will not be placed until the PR is approved and a Purchase Order has been created. You should receive your business cards in 10 to 15 days. Each order is 250 cards.

**Name (This is the name that will be printed on your business cards):**

First \_\_\_\_\_ Last \_\_\_\_\_

**Job Title:**

Official Job Title \_\_\_\_\_

**Special Designations:**

Please list any professional designations (i.e., C.P.A., M.B.A., R.N. etc.)

\_\_\_\_\_

**Campus (Work Location):**

What is the street address?

\_\_\_\_\_

**Work Phone Number/Extension and Work Fax Number:**

What is your work phone number with area code, extension and fax number (i.e., 318-487-5443 ext. 1234, 318-487-5970)?

Phone \_\_\_\_\_ Ext. \_\_\_\_\_, Fax \_\_\_\_\_

**Cell Phone:**

You are not required to list your cell phone. Only include if you want it listed on your cards.

Cell \_\_\_\_\_

**Work Email Address:**

What is your work email address (all addresses should include @cltcc.edu)?

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