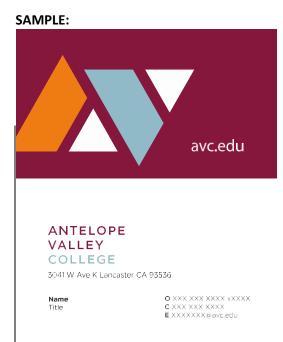


Please attach this form to your Requisition when placing new business card orders, reorder of business cards with changes, or when you do not have a business card to attach to your Requisition.



## **PRICING:**

250 cards \$55.04 plus tax 500 cards \$63.28 plus tax 1,000 cards \$84.04 plus tax

VENDOR: Minuteman Press (900310411)

## **DESCRIPTIONS:**

Please include one of the following in the commodity description of your Requisition:

- New Business Card Order Marketing Approval Required
- Reorder of Business Card with Changes
- Reorder of Business Card

## CARD INFORMATION:

Type the information EXACTLY as you want it to appear on your business card.

Name:	Title:	
Address:		
	(If different than 3041 W. Avenue K, Lancaster)	
Phone:	Ext	_ Cell (Optional):
Fax:	Email:	

## PROOF APPROVAL:

You will receive a "proof" of your business card via email from the vendor for verification of information and approval. Business cards will not be printed until the vendor receives approval of the "proof" from you.