

BUSINESS CARD ORDER FORM

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.

SAMPLE:



**ANTELOPE
VALLEY
COLLEGE**

3041 W Ave K Lancaster CA 93536

Name
Title

O XXX XXX XXXX XXXXX
C XXX XXX XXXX
E XXXXXXX@avc.edu

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.