

# Business Card Order Form

This form must show an account number and be signed. New orders must use the order form. Reorders need only to attach an old card with any changes marked on that card. (Use order form if changes are too numerous to put on the old card.)

Send this form to **Sylvania Print Center, CC 115.**

Orders are processed with the minimum of 12 requests. Special orders of single sets can be ordered at significantly higher costs.

There is a nine line restriction on your business cards. The information you supply cannot exceed these nine lines but can be less than nine lines.

ACCOUNT NUMBER (Entire FOAPAL)	x _____ <b>APPROVAL AUTHORITY SIGNATURE</b>
DATE	

DESCRIPTION	QUANTITY	TOTAL COST	✓
<b>Print Center PCC Business Cards</b>	<b>250</b>	<b>\$30.00</b>	
	<b>500</b>	<b>\$40.00</b>	
	<b>1000</b>	<b>\$60.00</b>	

**Name**

**Title (optional)**

**Department**

**E-mail:** \_\_\_\_\_ **@pcc.edu**

**Phone**  -  -       **Other Phone**  -  -   
(Home, Pager, etc.)

**Fax**  -  -

**Web:** [www.pcc.edu](http://www.pcc.edu), or other URL: \_\_\_\_\_

**Include web site on card?**    **Y**    **N**

**Physical Address** (Example: Sylvania Campus, Bldg. CC, Room 115, 12000 SW 49th Ave., Portland, OR 97219)

**Include P.O. Box** (P.O. Box 19000, Portland, Oregon 97280-0990) if there is room?    **Y**    **N**

**For additional information, call Sherry at x4347, or e-mail her: [srsmith@pcc.edu](mailto:srsmith@pcc.edu)**