



# BUSINESS CARD ORDER FORM

## INFORMATION TO BE PRINTED ON THE CARD

|   |  |   |  |               |
|---|--|---|--|---------------|
| Last Name   |  | First Name  |  | MI            |
| Title   |  | Department/School                                 |  |               |
| Office Telephone  |  | Fax   |  | Email Address |
| Campus<br><input type="checkbox"/> Main <input type="checkbox"/> Perry <input type="checkbox"/> Logan |  | Additional Information Requested to Print on Card |  |               |

## OTHER INFORMATION

|   |                |
|---|----------------|
| Send Proof to: <input type="checkbox"/> Requestor's E-mail <input type="checkbox"/> Other E-mail( <i>list below</i> ) |                |
| Quantity to be ordered<br><input type="checkbox"/> 100 (\$30)   | Account Number |

## REQUIRED AUTHORIZATION

Please note: You will receive a final proof of your business card for your approval. Your cards will not be ordered until you have approved them. If you find an error after approval, other than an error by the print shop, you will be responsible for any reprint costs.

Requestor's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Budget Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print form, sign and return to the Human Resources Office in Light Hall Rm 168 or [humanresources@hocking.edu](mailto:humanresources@hocking.edu).

## For Official Use Only

Information Received: \_\_\_\_\_ Submitted to OU Printing: \_\_\_\_\_ Final Proof Approved: \_\_\_\_\_