

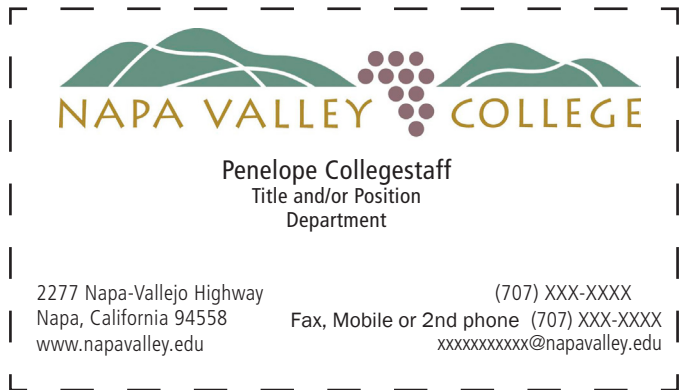
# Napa Valley College

## Business Card Guidelines and Order Form

The example to the right shows the maximum amount of information you should have on your business card. If the lines of type are too long, they will not fit in the allotted space.

The less information on your card the better it will look.

Please submit this form as your order and attach your corrected old business card if applicable. Please allow two weeks for order completion. If you have any questions, please call 256-7586. Thanks for your co-operation.



**Please print or type legibly the information as it should appear on your business card.**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Office Phone: \_\_\_\_\_

2nd phone, Mobile or FAX number: \_\_\_\_\_  
(Please circle one)

E-mail: \_\_\_\_\_

### Napa Valley College Reproduction/Printing Center, Ext. 7586 Request For Duplicating/Printing Services

Today's Date	Date Due	No. of Copies Requested (Circle One)			
		<b>100</b>	<b>250</b>	<b>500</b>	<b>Other</b>

Name \_\_\_\_\_ Ext. \_\_\_\_\_

Budget Center \_\_\_\_\_

Charge to: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  

FUND
ACTV. CENT.
PG
OBJECT
BUDGET CENTER

Special Instructions \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE** \_\_\_\_\_

Received by \_\_\_\_\_