



BUSINESS CARD ORDER

Please fill in any and all fields to be included on your College of Central Florida business card. Tab to move between fields on this form; use space bar to fill in check boxes. If there are no changes from your current card you may simply attach one of your current cards. Print, obtain required signatures and send the completed form to Marketing and Public Relations, Ocala Campus, Ewers Century Center, Room 102. If you have any questions, please email MPR@cf.edu.

Name:					
Title:					
Department (if needed):					
Building:				Room number:	
Campus address: Appleton <input type="checkbox"/> Citrus <input type="checkbox"/> Hampton <input type="checkbox"/> Levy <input type="checkbox"/> Ocala <input type="checkbox"/>					
Email:					
Direct telephone number: 352-					
Main telephone <input type="checkbox"/> Appleton <input type="checkbox"/> Citrus <input type="checkbox"/> Hampton <input type="checkbox"/> Levy <input type="checkbox"/> Ocala number: 291-4455 746-6721 873-5881 493-9533 854-2322					
Extension:				Fax: 352-	
				<i>Extension required when using 854-2322.</i>	

Indicate any comments or additional information to be included:

Quantity: _____ *Please order in quantities of 60; minimum order = 120.*

Please deliver my cards to: _____

Required Approval Signatures:

1. _____ Supervisor

2. _____ Vice President

Vice president also initials here to approve order of more than 240 cards: _____

3. _____ Human Resources

Human Resources signature is not necessary if a current CF business card is attached to this request or if this individual is not a CF employee.