



## 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](mailto: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 office line, <b>only</b> if you have one (dialing it rings straight to your desk):    352-	
Telephone number (list extension below):	<input type="checkbox"/> Appleton <input type="checkbox"/> Citrus <input type="checkbox"/> Hampton <input type="checkbox"/> Levy <input type="checkbox"/> Ocala 291-4455            746-6721            873-5881            493-9533            854-2322
Extension:	<i>Extension required when using 854-2322.</i> Fax: 352-

Indicate any comments or additional information to be included:

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

Please deliver my cards to: \_\_\_\_\_

**REQUIRED approval signatures needed BEFORE sending completed form to Marketing and Public Relations for processing:**

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.***