



**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 <input type="checkbox"/> Appleton <input type="checkbox"/> Citrus <input type="checkbox"/> Hampton <input type="checkbox"/> Levy <input type="checkbox"/> Ocala (list extension below):    291-4455    746-6721    873-5881    658-4077    854-2322					
Extension: <i>Extension required when using 854-2322.</i>				Fax:    352-	

Indicate any comments or additional information to be included:

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

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

**The following REQUIRED approval signatures are needed BEFORE sending the 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.***