



BUSINESS CARD ORDER

Please **only fill in the fields that you want to include on your business card** (leave any others blank).
Tab to move between fields; use space bar to fill in check boxes. **If there are no changes from your current card you may simply staple one to the form instead.***

When completed, print and **route the form for required signatures as noted at the bottom**. Email benschs@cf.edu with any questions about the process.

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 number, if applicable (10 digits, no extension; rings straight to 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; typical maximum order = 240.**

Deliver to (**include building and room number**): _____

The following REQUIRED approval signatures are needed BEFORE Human Resources forwards this form to Marketing and Public Relations (Ocala Campus 40-102) for processing:

- 1) **Your Supervisor’s Signature:** _____
- 2) **Your Vice President’s Signature:** _____
- 3) **Next route to HR, Ocala Campus Building 1:** _____

** Human Resources signature is not necessary for reprint requests **with no changes to title and credentials**, or if the individual is not a CF employee (e.g., a volunteer). In those cases, you can send the form directly to Marketing and Public Relations, Ocala Campus 40-102.*