



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 office line, only 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; 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.*