

(PS1) BUSINESS CARD REQUEST FORM

Business cards are available to all employees with approval from their respective department head with budget signature authority. The cost for business cards is \$35.00 per 500 (1 box).

Note: delivery may take up to 2 weeks.

Authorized signature of Fund Approver and completed budget information required prior to production.

Bus. Area	Commitment Item	Funds/Cost Center	Fund	Cost	SAP Document #
	6 2 9 5				

Authorized Signature:

PRINT or TYPE your name EXACTLY as you want it to appear on your card, including a middle initial, or degrees following your name if desired.

NAME

JOB TITLE

DEPARTMENT/OFFICE **ROUTE #**

CAMPUS OR FACILITY LOCATION **BUILDING**

SUITE

STREET ADDRESS

ZIP CODE WITH EXTENSION

-

PHONE NUMBER **PHONE NUMBER (optional)**

FAX NUMBER **FAX NUMBER (optional)**

CELL NUMBER **OTHER (optional)**

E-MAIL ADDRESS

Optional messages are allowed for school orders only.

CARDS ARE PRINTED ON A FIRST-COME, FIRST-SERVED BASIS.



A draft (proof sheet) of your business card will be sent by email to you for your written "APPROVAL" or "CORRECTIONS." You must EMAIL or FAX this proof back to the Print Shop before your card can be printed.

Below is a sample of the business card. Do not write in this space. Please put your information at left in the spaces provided.



CONTACT US
 4400 West 18th Street
 Houston, Texas 77092-8501
 Route 1 • Level 1 East
 TEL: 713-556-6041 • FAX: 713-556-6054
 copycenter@HoustonISD.org

FOR PRINTING SERVICES USE ONLY											
Bus. Area	Commitment Item	Fund	Total Cost	Parked By	Released By						
P S 1	0 0 - 5 7 5	0 0 7									
JOB #:			EST #:	IMPRESSIONS:							