

# Business Card Order Form

*Please complete and submit electronically*

Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

ORG: \_\_\_\_\_

**ORDER**

New Order

Reorder

Please type **EXACTLY** what you want to appear on the card.

Be sure to complete all fields and indicate the **QUANTITY** of your card order. Email the completed form to HR using the button at the bottom. Note: Orders are placed with vendor on the first of each month. Requests receive after those dates are held until the following month.

## NAME & JOB

Name: \_\_\_\_\_

Credentials (Dr., PhD, MSN, etc.): \_\_\_\_\_

Position Title: \_\_\_\_\_

## DIRECT CONTACT

E-Mail: \_\_\_\_\_

Direct Phone Number: \_\_\_\_\_

<b>LOCATION</b>	Fort Morgan	300 Main	Bennett
	Burlington	Limon	Wray

Fax Number: \_\_\_\_\_

**Quantity:**    **100** (\$47)                    **250** (\$57)                    **500** (\$70)


*Shipping not included. Cost will range from \$15 - \$25 and will be added when order is picked up or delivered.*

## CHOOSE A STYLE:


**OPTION #01:** White contact with stylized back    **A**    **B**

**OPTION #02:** Blue contact with appointment back    **Appt back**


**Option #1**  
 White contact card with stylized back options. Pick A or B.



**A**



**B**



**SPECIAL REQUESTS:** Ex: Note about languages spoken, program logo, pronouns, etc.

**Option #2**  
 Blue contact card with appointment space on the back.



**APPOINTMENT**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ a.m. p.m.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To reschedule call (970) 542-3212

HR Approval: \_\_\_\_\_

### Office Use Only

Received by \_\_\_\_\_ Date \_\_\_\_\_

Ordered by \_\_\_\_\_ Date \_\_\_\_\_

Order received notification to \_\_\_\_\_ Date \_\_\_\_\_