



Business Card Request Form

Return this form to Public Relations

- Please print all information clearly.
Quantities in increments of 500
Cards are printed in groups of four names, and are printed in the order received
Order cannot be processed without an account number and the approval of your department chair and vice president

1. Date: \_\_\_\_\_

2. Quantity: \_\_\_\_\_

3. Account to be charged: \_\_\_\_\_

4. Name (exactly as is appears on the card; specify degree if desired):

\_\_\_\_\_

5. Title: \_\_\_\_\_

6. Department: \_\_\_\_\_

7. Zip code: The generic PUC zip code is 94508-9797. Selected departments and/or buildings have specific 4-digit codes. Circle the code appropriate for you (-9797 will be used if not specified).

Table with 2 columns of department names and zip codes: PUC -9797, Accounting -9643, Admissions -9707, Advancement -9645, Andre Hall -9701, Financial Administration -9646, Grainger Hall -9702, Library -9705, McReynolds Hall -9705, Newton Hall -9708, Nichol Hall -9709, Nursing -9649, Student Finance -9652, Winning Hall -9711

8. Phone #(s): \_\_\_\_\_

9. FAX (optional): \_\_\_\_\_

10. E-mail (optional): \_\_\_\_\_

URL (optional): \_\_\_\_\_

Format is typically as follows: puc.edu/Faculty Firstname\_Lastname

11. Maximum number of lines: Information is limited to a maximum of eight lines.

12. Department chair approval: \_\_\_\_\_

13. Vice president approval: \_\_\_\_\_

