

Received by _____ Date _____

Mesquite ISD Business Card Order Form

Job No. _____

Fill in the following information **EXACTLY** as you would like it to appear on your business card. Keep in mind that each card is limited to nine (9) lines of text. The following example is a suggested format for your card:

Date Rec _____

Date Prom _____

John Doe
 Assistant Principal - Excellence High School
 * Secondary Title Line if Needed * ← **** Optional Line ****

Administration Building
 3819 Towne Crossing Blvd.
 Mesquite, TX 75150
 972-882-1111 (Office)
 972-882-2222 (Fax)
 jdoe@mesquiteisd.org



NOTES:

1. This example will not suit every employee's information. **Every attempt will be made to ensure that your business card has the information you want on it.** If you have any questions, call 972-882-5541.
2. **Please provide an Email Address** so you can receive your proof sheet of your business card. The Print Shop must have your written approval of the layout before your cards will be printed.
3. **Email your proof sheet to ezwinski@mesquiteisd.org in a timely manner.** We print 12 business cards on one sheet, (possibly 12 different people), and any delay will be a delay in printing the sheet of business cards. **Please allow 3 weeks** from the time you submit this form until you receive your printed cards.

BUSINESS CARD INFORMATION (PLEASE PRINT)

Quantity (order in sets of 250) _____ Accounting Codes _____

Name _____

Title _____

* Optional * Title _____

Building or Campus _____

Building or Campus Street Address _____

Building or Campus City & Zip Code _____

Phone, Cell, or Fax _____

Phone, Cell, or Fax _____

E-Mail Address _____

(NOTE: It is not necessary to fill all nine lines.)

Mail or e-mail this form to Kim Prine at the Mesquite ISD Print Shop.