

To: _____

Date: _____

Subj: Business Cards

The Printing Department is authorized to produce business cards for district Administrative and Management staff, and other employees as required.* A standard format, shown below, has been developed and approved for this purpose, and is the only design available. All cards are printed in color on white linen-finish business card stock. **No modifications to this design or the materials used will be accepted.**



PLEASE USE THE FORM BELOW TO ORDER A SUPPLY OF BUSINESS CARDS:

Quantity: 100 200 300 400 Other _____

TYPE YOUR NAME EXACTLY AS YOU WISH IT TO APPEAR ON THE BUSINESS CARDS:

Name (25 characters) _____

TYPE YOUR TITLE AND LOCATION EXACTLY AS YOU WISH IT TO APPEAR ON THE BUSINESS CARDS:

Title: (30 characters) _____

Location: (optional — 30 characters) _____

CONTACT INFORMATION:

Telephone: _____

Fax (optional): _____

Cell or Mobile (optional): _____

E-mail Address: _____ @lusd.org

SIGN HERE • PROVIDE VALID BUDGET CLASS:

Your Signature and Date: **X** _____

Budget Class to charge for these cards (**REQUIRED**): _____

Return this form to the Printing Department so we can process your business card order.
(Business cards are NOT a high-priority item. Depending on workload, it may take several weeks to complete your order.)

* Business cards for staff other than Administrators and Managers require Associate Superintendent approval: _____

FOR PRINTING DEPARTMENT USE ONLY — DO NOT WRITE BELOW THIS LINE

Typeset By/Date _____ Product Code: SPECIAL x _____ Printed By _____

Filename/Volume/Version _____ Date Delivered _____