Santa Barbara
County Education Office
Susan C. Salcido, Superintendent

Reprographics
4400 Cathedral Oaks Road
Santa Barbara, California 93160-6307
(805) 964-4711 • FAX: (805) 964-3041

Request for Employee Business Card

JOB NO: _____

Quantity: _____

Format:

Santa Barbara
County Education Office
Service & Leadership

Susan C. Salcido, Superintendent

First M. Last
Title
Department
email@sbceo.org
W: 000.000.0000, x0000
C: 000.000.0000
F: 000.000.0000

4400 Cathedral Oaks Road, Santa Barbara, CA 93160-6307

Instructions:

1. Please complete this form when placing an initial order for business cards **-or-** making changes to an existing card.

2. Send this request to reprographics (Cathedral Oaks campus), or email to *printshop@sbceo.org.*

Contact information on the business card is limited to:

Person's Name: _____

Pronouns *(optional)*: _____

Job Title: _____

Department Name: _____

Primary email *(only one)*: _____

Primary phone number: _____

Secondary (or cell) number *(optional)* :_____ ext. _____

Primary FAX *(optional)*: _____

Primary address *(only one)*:_____

_____

Additional essential contact information can be printed on the back of the card.
Indicate additional essential information below (optional):

_____

_____

_____

_____

_____

Approved by: _____ _____

Signature of Administrator / Director — Date

R-9 REV 8/23