

CENTRAL PRINTING

(916) 395-5701

Business Card Order Form

PRT-F001 rev 2025

- 1- **Complete** one form per name, preferably **electronically.***
- 2- Create an **Escape requisition**. Use the item numbers below. If you have multiple orders, add them to the same requisition.
- 3- **Attach** completed forms to the requisition or an email. Send to: marla-lobotzke@scusd.edu
- 4- **Submit** the requisition to place your order.

DR ____ - ____

____ box(es) of 100 cards (CP-0401, \$18.66)

____ box(es) of 500 cards (CP-0403, \$27.98)

____ box(es) of 300 cards (CP-0402, \$23.32)

____ box(es) of 1,000 cards (CP-0404, \$39.64)

Fill in the areas to include on the card:

Department or School:

Name: _____

Title: _____

Address:

☒ Serna Center OR

☐ Other: _____

Sacramento, CA _____

Contact numbers and labels (Cell, Fax, etc.):

_____: (916) _____

_____: (916) _____

_____: (916) _____

Email: _____

Notes _____

* No need to print or scan the form. Instead use this fillable PDF to create files:

1. Type into the highlighted fields. Select "Save As..." from the File menu. Navigate to the computer desktop, name the file, and click "Save."
2. Use the form again for the next name -- if you click "Save As..." you create a new file and don't change the old.
3. When finished, email the files to us or attach to the req.



Central Printing Services

Open year-round

Marla Lobotzke

Lead Print Shop Technician

3051 Redding Avenue, Box 0842
Sacramento, CA 95820

(916) 395-5701
Marla-Lobotzke@scusd.edu