

CENTRAL PRINTING  
(916) 395-5701

# Business Card Order Form

PRT-F001 rev 2023

- 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.):**

\_\_\_\_\_: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_: (\_\_\_\_) \_\_\_\_\_

**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.

*Examples of how cards will look:*

Central Printing Services	
	<b>Name</b>
	<i>Title</i>
	<i>Second line title</i>
	3051 Redding Avenue Sacramento, CA 95820
	(916) 395-5701
	Fax: (916) 000-0000
	Cell: (916) 000-0000
	First-Last@scusd.edu

Central Printing Services	
	<b>Name</b>
	<i>Title</i>
	<i>Second line</i>
	3051 Redding Avenue Sacramento, CA 95820
	(916) 395-5701
	First-Last@scusd.edu