

CENTRAL PRINTING
(916) 395-5701

BUSINESS CARD ORDER FORM

PRT-F001 rev 2019

- 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)	____ box(es) of 500 cards (CP-0403)
____ box(es) of 300 cards (CP-0402)	____ box(es) of 1,000 cards (CP-0404)

FILL IN THE AREAS TO INCLUDE ON THE CARD:

Department or School:

Name: _____

Title: _____

Address:

Serna Center

Other: _____

Sacramento, CA _____

Line under address:

Yes No

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:

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

EXAMPLES:

Central Printing




Don Wangberg
Supervisor
Second line title

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Sacramento, CA 95820

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