**Missouri Western State University Business Card Order Form**

All data listed must be official college information. ONLY OFFICIAL TITLES MAY BE USED.

Line 1. Name (max 30 characters) __________________________________________________________

Line 2. Title (max 40 characters)* __________________________________________________________

Line 3. OPTIONAL - Department (max 40 characters)* __________________________________________

Line 4. Office Phone number _______________________________________________________________

Line 5. Office Fax number _________________________________________________________________

Line 6. Western email address _____________________________________________________________

**Western A. Griffon, Ph.D.**

Director of Letterhead
Department of Stationery

Missouri Western State University
4525 Downs Drive, St. Joseph, MO 64507 • www.missouricentral.edu

816.271.0000
Fax 816.271.0000
wagriffon@missouricentral.edu

ALL BUSINESS CARDS WILL BE BLACK AND GOLD

* Lines 2 and 3 may be combined to allow for multiple titles, departments, etc., (max characters is 40 per line)

**Example:**

Western A. Griffon, Ph.D
Director of Letterhead, Department of Stationery
Professor of Printing, Department of Printing

Line 2. Title (max 40 characters)* __________________________________________________________

Line 3. Department (max 40 characters)* ____________________________________________________

The form must be signed by the employee, the employee's supervisor AND the Director of Human Resources BEFORE Campus Printing will fill your order.

Quantity: □ 250 ($16.00) □ 500 ($23.00) □ 1000 ($41.00) Dept. to charge ____________

Signature __________________________ Supervisor's Signature __________________________

HR Approval __________________________ VP Signature __________________________

ONLY IF NON-STANDARD INFORMATION IS USED

RETURN FORM TO CAMPUS PRINTING & DESIGN SERVICES, WILSON HALL 112 • 271-4236