

Missouri Western State University Business Card Order Form
All data listed must be official university information. ONLY OFFICIAL TITLES MAY BE USED.

Line 1. Name _____

Line 2. Title* _____

Line 3. OPTIONAL- Department* _____

Line 4. Office Phone number _____

Line 5. Office Fax number _____

Line 6. Missouri Western email address _____

Line 1 — **Western A. Griffon, Ph.D.**
 Line 2 — Director of Letterhead
 Line 3 — Department of Stationery
 Line 4 — 816.271.0000
 Line 5 — Fax 816.271.0000
 Line 6 — wagriffon@missouriwestern.edu

ALL BUSINESS CARDS WILL BE BLACK AND GOLD

* Lines 2 and 3 may be combined to allow for multiple titles, departments, etc.

Example:

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

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.

Also, your job cannot be printed without a department code to bill.

Dept. to charge _____

Deliver to: _____

Quantity : 250 (\$16.00) 500 (\$23.00) 1000 (\$41.00)

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