

MCC Business Card Request Form

Please complete this order form (one per person), include with a signed purchase requisition, and forward to Purchasing Office, MS #10. A sample of the business card will be forwarded by email to the requisition signer for final approval. Business cards will be delivered directly to the requisition signer. See vendor information below.

Please fill out ALL of the information requested below; print clearly. One business card request per form. Photocopy as needed.

Name of requisition signer: _____ Date of request: _____

Department/Division name: _____

Office location and mail station for direct delivery: _____

Requisition #: _____

Business Card Quantity and Cost (please check one):
 Standard MCC Business Card: 2 sided, white stock (#100 cover),
 pms color 294. Back of business card is the standard setup.

- Quantity 500 for a cost of \$33.00**
- Quantity 1,000 for a cost of \$41.00**

Please include quantity, cost and vendor information on purchase requisition:

DAS CENTRAL PRINTING
 18-20 Trinity Street
 Hartford, CT 06106

SELECT A BUSINESS CARD TEMPLATE. Fill in the information listed below the selected template

TEMPLATE 1: Standard MCC Business Card

TEMPLATE 2: MCC Business Card for on-call personnel



**MANCHESTER
COMMUNITY
COLLEGE**

Robert T. Smith, Ph.D.
 Associate Professor of English
 Liberal Arts Division

Great Path, M.S. #00, P.O. Box 1046, Manchester, CT 06045-1046
 tel: 860.512.0000 email: rsmith@manchestercc.edu



**MANCHESTER
COMMUNITY
COLLEGE**

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 cell: 860.000.0000 fax: 860.512.0000
 Great Path M.S. #0 P.O. Box 1046 Manchester, CT 06045-1046

Name: _____

Name: _____

Official Title: _____

Official Title: _____

Dept. or Div.: _____

Email: _____

_____ (optional if space available)

Direct Tel #: _____

M.S. #: _____

Dept. Tel #: _____

Tel #: _____

Cell Tel #: _____

Email: _____

Fax #: _____

PO # from Purchasing: _____

M.S. #: _____

PO # from Purchasing: _____