


Business Card Request Form



El Paso Community College
The Best Place to Start

Name
Title
Department
Campus

Phone: 915.831.0000 Fax: 831.0000
Email: employee@epcc.edu

P.O. Box 20500 El Paso, TX 79998-0500

This sample is what the standard business card looks like.

El Paso Community College
Marketing & Community Relations
9050 Viscount ASC, A100

Phone: 915.831.6327 or 831.6541
Fax: 915.831.6529

Date:

☐ Pick up ☐ Inter Campus Mail

Fill out the information below as you would like to have it on the business card.

If you don't want something on the card, leave that field blank.

If a sample card is provided, we will follow the sample.

Employee Name:

Job title:

Department:

Campus & Room #:

Office Phone:

Fax Phone:

E-mail Address:

Account Number:

Dept Head Signature:
(required)

Amount of Cards:

Ordered by:

How to contact you

☐ E-mail

☐ Phone

A standard order consists of 250 cards for \$10.00.

Cards will be delivered within 2-4 weeks (after 10 orders have been received).

Return forms to Luis C. Flores, lflore96@epcc.edu or Monica Tarin, mtarin14@epcc.edu or print the form and fax it to 831-6529.

For more information, call 831-6327 or 831-6541.

We now offer QR codes on the back of your business cards for an additional \$10.

Additional Information (cell phone, website for qr code, second office number)

Internal Use Only

Handled By	Hrs.	Date