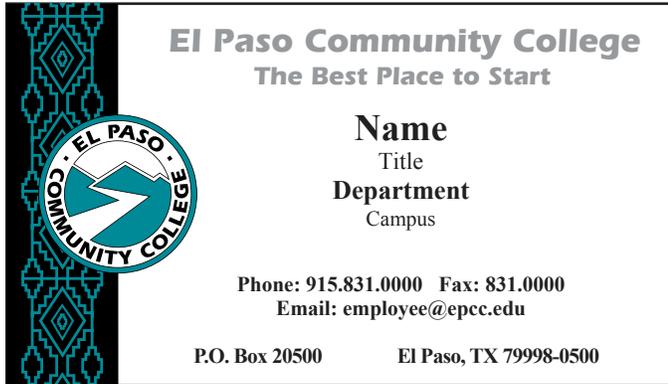


# Business Card Request Form



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