

Electronic Business Card Order Form

Using Acrobat Reader (or another third-party application that can edit .pdf's – some examples are Preview, Nitro PDF, Infix PDF Editor), fill out this form online, save as a pdf and use the Submit button to email to ktavares@scu.edu. ****This copy will be used in the production of your project, so please carefully proofread your entry!**** For questions contact Kim Tavares in Purchasing at 408-554-4364. Please allow one-week delivery time from Monday order placement.



Vertical Layout



Horizontal Layout

Your Name:

Title or Department:

Department (optional):

500 El Camino Real
 Santa Clara, California 95053- (4-digit ZIP extension)

Phone: Ext: Fax: Cell:

E-mail and/or Web address:
 (E-mail – all lower case, Web – case sensitive)

Additional Line (optional):

Additional Line (optional):

Requestor: Extension: Dept.: Bldg/Rm. #:

Quantity (click button to select quantity) 250 500 1000

Charge to: 6706
 Acct. Fund Dept. Program Activity Class

Authorized Signature: Date:

SUBMIT