

SOUTHERN VIRGINIA HIGHER EDUCATION CENTER



Opportunity Lives Here

SVHEC New Employee Business Card Order Form

Welcome to the Southern Virginia Higher Education Center. Please use this form to place an order for business cards. There are four approved options available (see back for examples); please consult with your immediate supervisor before selecting an option as some departments have already pre-selected a card option for employees.

First Name: _____

Middle Initial (optional): _____

Last Name: _____

Credentials (ex: MBA, M.Ed, etc; optional): _____

Title: _____

Phone Number: _____

Fax Number (required for options 3 & 4): _____

Will you be located in the Innovation Center?: _____

Email Address: _____

Card Option: _____

Requested Number of Cards (100, 250, or 500): _____

Please return this completed form to the SVHEC Finance Department for ordering. Business cards will be charged to your department's account.

Business Cards

Option 1

 <p>SVHEC</p> <p>Jane Doe, PhD Director of Direction</p> <p>820 Bruce Street South Boston, VA 24592</p> <p>ph: (434) xxx-xxxx ext.xxx janedoe@svhec.org</p>	<p>Opportunity Lives Here.</p> <p>SOUTHERN VIRGINIA HIGHER EDUCATION CENTER</p>
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Option 2

 <p>SVHEC</p> <p>Jane Doe, PhD Director of Direction</p> <p>SOUTHERN VIRGINIA HIGHER EDUCATION CENTER</p> <p>820 Bruce Street South Boston, VA 24592</p> <p>ph: (434) xxx-xxxx ext.xxx janedoe@svhec.org</p>	<p>Opportunity Lives Here.</p>
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Option 3

 <p>SVHEC</p> <p>820 Bruce Street, South Boston, VA 24592</p>	<p>Jane Doe, PhD Director of Direction janedoe@svhec.org 434) xxx-xxxx ext.xxx mobile/fax: (xxx) xxx-xxxx</p>
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Option 4

 <p>SVHEC</p> <p>Southern Virginia Higher Education Center 820 Bruce Street, South Boston, VA 24592</p>	<p>Jane Doe, PhD Director of Direction janedoe@svhec.org 434) xxx-xxxx ext.xxx mobile/fax: (xxx) xxx-xxxx</p>
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