

Business Card Order Form – MUST BE SUBMITTED TO HR FOR APPROVAL

Date: _____

Community College of Philadelphia	Name Credentials (if more than 1) Title
	Dept. or Program (optional) Room 000.000.0000 fax 000.000.0000 email@ccp.edu
1700 Spring Garden Street Philadelphia, PA 19130-3991 215.751.8000 www.ccp.edu	

Ordering Notes:

- All business cards will be printed with the **1700 Spring Garden Street** address
- Please fill in the blanks below with the information that you want to appear on your card
- PLEASE PRINT CLEARLY OR TYPE **EXACTLY** WHAT YOU WANT TO APPEAR ON THE CARD
- If ordering “Corporate Solutions” cards, please do not include “Corporate Solutions” under “Department.”
- Use the sample card at LEFT to see how the card will be printed.
- Be sure to indicate the **QUANTITY** of your order
- Credentials that do not fit on the same line as “Name” will be put on a second line below “Name” (between “Name” and “Title”). Credentials will be printed in the College’s editing style, which includes periods (for example, **Ph.D.** or **M.S.**)

1. Name _____

2. Title _____

3. Department or Program _____

*Optional. You may not want to include Department or Program if it is a repeat of your title.

4. Room _____

5. Phone number _____

6. Fax number _____

7. E-mail _____

Quantity 250 500 1000

New Reorder

(Note: Orders are placed with vendor on the first of each month. Requests received after those dates are held until the following month. Delivery by vendor is approximately 10 business days after receipt of order from College’s Purchasing department.)

Department Name _____

Department Charge Number _____

Department Phone _____

Department Head Signature _____

Print Name & Title of Department Head _____

HUMAN RESOURCES Department Use Only

Human Resources is the final approver of business cards. Please forward this form to Human Resources attention Lisa Hutcherson, room A7-138. Once approved, Human Resources will forward to the Business Services for processing.

Human Resources AVP/Director Approval

Date

Print Name & Title