

Business Card Request Form

Name and Credential Initials					
Title					
Department					
Office Phone #		Direct #		Ext.	
Fax #		Email			
Budget Code		Date			
Address (check one)					
<input type="checkbox"/> 4100 South 4th Street Leavenworth, KS 66048			<input type="checkbox"/> 11413 Pflumm Road Overland Park, KS 66215		
Quantity	<input type="checkbox"/> 250	<input type="checkbox"/> 500	<input type="checkbox"/> 1,000	<input type="checkbox"/> 2,000	

Instructions:

1. Please fill out all fields above completely. ALL FIELDS ARE REQUIRED TO PROCESS YOUR ORDER.
2. Carefully proofread the form, making sure that every field is complete and nothing is misspelled. Check to see if your Name and Credentials are exactly how you want them to appear. We have standards for how Credential Initials should appear, i.e. Ph.D., SCL, Ed.D., V.P., etc.
3. Please print out the form and return to Chad Johnston in Marketing, Mead Hall, Room 200 or in the Marketing mailbox in the Mail Room.
4. A proof will be emailed to you in PDF format along with an Approval Form that must be signed and returned to Chad Johnston in Marketing, Mead Hall, Room 200 or placed in the Marketing mailbox in the Mail Room. Your cards will not be ordered until the Approval Form has been received. Thank you.