


# REQUEST for BUSINESS CARD MASTERS and PRINTING

This is the standardized business card format for LBUSD. Please stay with this format when placing your order. Enter the appropriate information on the blank lines corresponding to the numbers, complete the form, sign below left and **mail to OMS-Graphic Arts**. A proofing copy will be sent to you as soon as possible. Special orders including straying from the standard format, requests for special logos, printing on the reverse side, etc. will take additional time to process.



1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 Long Beach Unified School District

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3 \_\_\_\_\_  
 4 \_\_\_\_\_  
 5 \_\_\_\_\_  
 6 \_\_\_\_\_  
 7 \_\_\_\_\_

Check number of cards needed:

1) Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) LBUSD Job Title	250 \$19	500 \$24	1,000 \$29
3) Site			
4) Street Address			
5) City, State, Zip Code			
6) Phone, Ext., Fax			
7) E-mail, Web Address			

**NOTE:** After receiving your approved proofing copy, the Graphic Arts Department will send your business card master to Duplicating Services. No Duplicating Request Form required. A transfer of expenses will be made from your account to Duplicating Services account using object code: 5728. If you do not check one of the boxes above, the default order is 250 cards.

Date: \_\_\_\_\_ Requested by: \_\_\_\_\_ Ext: \_\_\_\_\_ Deliver To: \_\_\_\_\_

Your Account No. \_\_\_\_ -     - \_\_\_\_ - \_\_\_\_ -     - \_\_\_\_

**A transfer of expenses will be made from your account to Duplicating Services account to cover the cost of printing.**

Expense Transfer Approved by:



**For OMS Office Use Only**

\_\_\_\_\_  
 Job # \_\_\_\_\_ PDF e-mailed to Duplicating: \_\_\_\_\_

Program Administrator

