



# WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT BUSINESS CARD ORDER FORM

EXAMPLE ONLY

	<b>Steve Smith</b> Principal
	Our Town School 123 School Street Our Town, CA 94000
	Phone: (510) 123-4567 Fax: (510) 123-4568 Email: <a href="mailto:ssmith@wccusd.net">ssmith@wccusd.net</a>
	WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

EXAMPLE ONLY

	Phone:
	Fax:
	E-mail:
	WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Please complete the form below for the West Contra Costa USD Central Copy Department to process your business cards.

- A proof of your card will be sent to you for approval before printing.
- **If the proof is okay, please sign the proof copy before faxing it back to: 510-620-2104.**
- Scheduled turn around time is 7-10 business days. Please contact the Central Copy Department at 510-620-2105 with any questions.

\_\_\_\_\_  
Name of individual

\_\_\_\_\_  
Title

\_\_\_\_\_  
School or Department

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Requester Signature

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Fax

\_\_\_\_\_  
Other Phone (Optional)

\_\_\_\_\_  
e-mail (Only District e-mail ex: @wccusd.net)

\_\_\_\_\_  
Administrator Signature

PLEASE COMPLETE THIS ORDER FORM AND FAX TO THE WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT  
CENTRAL COPY DEPARTMENT AT (510) 620-2104