

# MCC Business Card Request Form

Please complete this order form (one per person), include with a signed purchase requisition, and forward to Purchasing Office, MS #10. A sample of the business card will be forwarded by email to the requisition signer for final approval. Business cards will be delivered directly to the requisition signer. See vendor information below.

Please fill out ALL of the information requested below; print clearly. One business card request per form. Photocopy as needed.

Name of requisition signer: \_\_\_\_\_ Date of request: \_\_\_\_\_

Department/Division name: \_\_\_\_\_

Office location and mail station for direct delivery: \_\_\_\_\_

Requisition #: \_\_\_\_\_

**Business Card Quantity and Cost** (please check one):  
 Standard MCC Business Card: 2 sided, white stock (#100 cover),  
 pms color 294. Back of business card is the standard setup.

- Quantity 500 for a cost of \$33.00**
- Quantity 1,000 for a cost of \$41.00**


**Please include quantity, cost and vendor information on purchase requisition:**

**DAS CENTRAL PRINTING**  
 18-20 Trinity Street  
 Hartford, CT 06106

**SELECT A BUSINESS CARD TEMPLATE. Fill in the information listed below the selected template**

**TEMPLATE 1:** Standard MCC Business Card

**TEMPLATE 2:** MCC Business Card for on-call personnel



**MANCHESTER  
COMMUNITY  
COLLEGE**

**Robert T. Smith, Ph.D.**  
 Associate Professor of English  
 Liberal Arts Division

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 tel: 860.512.0000 email: rsmith@manchestercc.edu



**MANCHESTER  
COMMUNITY  
COLLEGE**

**John J. Smith**  
 Director of Facilities Management  
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 cell: 860.000.0000 fax: 860.512.0000  
 Great Path M.S. #0 P.O. Box 1046 Manchester, CT 06045-1046

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Official Title: \_\_\_\_\_

Official Title: \_\_\_\_\_

Dept. or Div.: \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_ (optional if space available)

Direct Tel #: \_\_\_\_\_

M.S. #: \_\_\_\_\_

Dept. Tel #: \_\_\_\_\_

Tel #: \_\_\_\_\_

Cell Tel #: \_\_\_\_\_

Email: \_\_\_\_\_

Fax #: \_\_\_\_\_

PO # from Purchasing: \_\_\_\_\_

M.S. #: \_\_\_\_\_

PO # from Purchasing: \_\_\_\_\_