

# Faculty 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. You will be notified by email when business cards are delivered. The pickup location is SSC L165.

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

## PURCHASE REQUISITION REQUESTED BY

Name of Requisitioner	Date of Request
Department/Division Name	Requisition #
Office Location and Mail Station	Purchase Order # From Purchasing

## BUSINESS CARD SPECIFICATIONS

Standard MCC Business Card: 2-sided, stock (#100 classic crest cover, stipple finish, solar white), PMS color 294C. Back of business card is the standard setup.

### Business Card Quantity and Cost (please check one)

- Quantity 500 for a cost of \$35.65  
 Quantity 1,000 for a cost of \$41.28

## VENDOR INFORMATION FOR REQUISITION

Include quantity, cost and vendor information on purchase requisition.

**JOHN W. GROSS CO.**  
P.O. Box 370457  
West Hartford, CT 06137-0457

## FACULTY BUSINESS CARD INFORMATION

Name		Educational Credentials (optional)
Official Title		Discipline
M.S. #	Office Telephone #	MCC Email

Sample of Faculty Business Card (back is the standard setup)

 <p>MANCHESTER COMMUNITY COLLEGE</p> <p><b>Adam T. Smith, Ph.D.</b>  Associate Professor  English</p> <p>Great Path, M.S. #00, P.O. Box 1046, Manchester, CT 06045-1046  tel: 860.512.0000      email: asmith@manchestercc.edu</p>
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