Business card request form

TEMPLATE

WHAT THE CARD SAYS

Filled in by the staff member, exactly as it should print.

Name as it should appear * _____ Job title * _____

Department, school or campus * _____ Email * _____

Phone and extension _____ Room or office hours _____

HOW THE CARDS SHOULD PRINT

Date sent * _____ Needed by, date * _____

Cards needed * _____

Design * ◯ The school's standard card ◯ Same as my last cards, new details ◯ New design attached

Sides * ◯ Front only ◯ Front and back

Colour * ◯ Colour ◯ Black and white

Made by ◯ Printed and cut in the copy room ◯ Sent out to a print shop ◯ Whatever the copy room advises

Approved by, if the school asks for it _____

Anything else the copy room should know

BEFORE YOU SEND IT

- ☐ Read your name, title and email letter by letter: a card cannot be corrected after it is printed.
- ☐ Check the phone line by calling it, and the extension with the main office.
- ☐ Use the school's own card design, so your cards match your colleagues'.
- ☐ If you attach your own design, keep text and logos well inside the edge, because the cards are cut after printing.
- ☐ Ask to see one printed sheet before the whole run, and check it before you sign it off.

COPY ROOM USE ONLY

Filled in by the copy room.

Received by _____

Proof sheet checked by the requester ◯ Yes ◯ No ◯ Not needed

Printer and tray _____ Printed on _____

Sheets printed _____ Cut by _____

Shelf _____ Picked up _____

Free to copy, change and share.