

# Business Card Order Form

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*Business Cards ordered are submitted to the printer on the 1<sup>st</sup> and 3<sup>rd</sup> Mondays of each month. Please submit your order to the business office 5 working days ahead to ensure that the design and approval process will be completed in time.*

## Ordering Instructions

1. Submit a purchase requisition form to Angela Fry in the business office for your business cards.

The vendor is:

**Target Printing Company, Inc**  
**1907 Appainway**  
**Little Rock, AR 72204**

The cost is \$27.50/box of 250 cards. The tax is \$2.48.

2. Attach this form to the purchase requisition.

## Card Information

Type the information exactly as it should appear on the business card.

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

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

Department: \_\_\_\_\_

Voice/Fax #: \_\_\_\_\_

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

Hangar #: \_\_\_\_\_

Email: \_\_\_\_\_sautech.edu

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**Complete this section if your office is not on the main campus:**

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

Address Line 3: \_\_\_\_\_

Received by Comms:	Proof Approved by Requester:	File sent to Printer:	Proof approved by Comms:	Card Received:
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