



BUSINESS CARD ORDER FORM

Ordering Guidelines

The College Relations Office produces business cards in increments of 10 orders. If your order seems to be unusually late, it's probably because we are waiting for 10 orders to be submitted and approved.

When you submit an order for cards, a proof will be sent to you. We ask that you return that proof as quickly as possible in order that the entire order can be processed promptly.

If the proof is not returned within a week of the due date, your order will be printed as is and your budget will be held fiscally accountable if there are any errors.

Please remember—there are nine other people waiting for their cards.

All business cards include the college's wordmark, name, street address and phone number, as well as additional information to personalize your card. All business cards follow the same style—font, type size and other design details are the same for all cards.

Complete this form and e-mail it to Pat Barte, bartep@evergreen.edu.

Fill in all the information you would like included on your business card:

Name Renee Swan-Waite Degree M.Ed.

Title Assistant Director

Program area/office name Masters Program in Public Administration--Tribal Governance

Office room number Lab 1, Room 3020 Your mail stop Lab 1

Office phone Fax number 360-867-5430

Cell phone (360)920-7745

TTY/V# E-mail swanwair@evergreen.edu

I would like to order ☐ 250 cards ☒ 500 cards ☐ other 1000

Please bill account number 25203