

# Business Card Requisition for Printing Services

**ATTENTION:**

These signatures **must** be obtained **before** the job can be initiated:

\_\_\_\_\_  
*Your Name*

\_\_\_\_\_  
*Your Dean or Vice President*

\_\_\_\_\_  
*Human Resources Director (for title)*

\_\_\_\_\_  
*Director of Marketing & Communications*

**BUSINESS CARD POLICY:**

Chattanooga State Community College business cards will be issued to faculty, administration, and professional non-faculty employees. In general, clerical-support staff are **not** issued Chattanooga State business cards.

Date submitted \_\_\_\_\_ Date needed\* \_\_\_\_\_ (\*allow 2-4 weeks)

Department & Division \_\_\_\_\_

Account number \_\_\_\_\_

Quantity needed (circle one)    250       500       750       1,000

**INFORMATION TO BE PRINTED ON CARD:**

Name \_\_\_\_\_

Educational degree or other certification, if desired: \_\_\_\_\_

\_\_\_\_\_  
Official title \_\_\_\_\_

Telephone number(s) \_\_\_\_\_

Extension number (if different from above) \_\_\_\_\_

Fax number \_\_\_\_\_

E-mail address \_\_\_\_\_ @chattanoogastate.edu

Any additional requirements? \_\_\_\_\_

**Printing Department Use ONLY:**

Date completed \_\_\_\_\_ Cost \_\_\_\_\_