

District Reprographics / Digital Print Business Card Request Form

Requests for customizations of business cards will not be accepted.
Please show the exact spelling and punctuation for your business cards.

Employee ID#

Legal Name *(As officially documented with People, Culture, and Technology Dept)*

Preferred Name *(Optional; if provided, this name will be used)*

Educational Credentials *(Optional; max 20 characters)*

Pronouns *(Optional; max 20 characters)*

Official Job Title *(As listed with People, Culture, and Technology Dept.)*

Department, division, or school name *(As officially recognized by District or college)*

Campus/work site *(Address will be shown via QR code on business card)*

Office Phone Number

Secondary Phone Number *(Optional)*

Type of Phone

Fax Number *(Optional)*

Email @sdccd.edu



SAN DIEGO
Community College District

Logo to be displayed on front

Quantity - Single Sided

Quantity - Double Sided

☐

250 cards (\$42)

☐

250 cards (\$79)

☐

500 cards (\$53)

☐

500 cards (\$99)

☐

1,000 cards (\$57)

☐

1,000 cards (\$109)

Budget number to be charged

Delivery: Provide campus and room number to be delivered to:

I certify that the information provided on this form is accurate to the best of my knowledge.

Signature

Date

I certify that all information is accurate and reflects official titles and department/division/school for the employee listed.

This order is authorized by:

Appropriate Manager



Reset Form

Submit Form

Sample Card - See next page for campus examples.

