BUSINESS CARD ORDER FORM

Date: _____________________________

Instructions: Select card style by checking one of the boxes below. Fill in information requested on bottom left, or provide a copy of existing card for reprints. Obtain approval from your immediate supervisor (signature required). When complete, submit form to Director's Office for final approval. The form will then be routed to Design Services and the cards will be ordered. Normal processing time is two weeks.

Note: Please submit your request in advance to ensure the completed form is received by Design Services 2-weeks ahead of the date the cards are needed. If the order is extremely time-sensitive, please contact Lynda McGilvary at design@gi.alaska.edu or x7863.

☐ GI standard layout

☐ ASF standard layout

Your Name
Your Title

Your Name
Your Title

GEOPHYSICAL INSTITUTE
University of Alaska Fairbanks
903 Koyukuk Drive P.O. Box 757320
Fairbanks, Alaska 99775-7320 USA
TEL +1.907.000.0000 | FAX +1.907.000.000
yourname@gi.alaska.edu

Alaska Satellite Facility
Geophysical Institute
University of Alaska Fairbanks
903 Koyukuk Dr., P.O. Box 757320
Fairbanks, Alaska 99775-7320 USA

Your Name
Title

Telephone: (907) 474-0000
Fax: (907) 474-0000
E-mail: email@asf.alaska.edu

Date Needed: _____________________________

☐ RUSH ORDER (additional cost may apply)
☐ NORMAL PROCESSING (allow 2 weeks)

Quantity
☐ 250  ☐ 500

Job Tracking (for Design Services use only)

_____ Completed order form received
_____ Order placed with vendor
_____ Proof reviewed/approved by customer
_____ Cards received at Design Svcs.

___ Cards reviewed by DS staff
(attach one copy to this form)

___ Cards delivered to customer

___ Invoice routed to Lynda for payment

Supervisor's approval

GI Director's approval