


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 two-weeks ahead of the date the cards are needed. If the order is extremely time-sensitive, please contact us at uaf-designservices@alaska.edu or x7146.

GI standard layout

	Your Name <i>Your Title</i>
	GEOPHYSICAL INSTITUTE University of Alaska Fairbanks 903 Koyukuk Drive P.O. Box 757320 Fairbanks, Alaska 99775-7320 USA TEL +1.907.000.0000 FAX +1.907.000.0000 yourname@gi.alaska.edu

Date Needed: _____

RUSH ORDER (additional cost may apply)

NORMAL PROCESSING (allow 2 weeks)

Quantity

250

500

Your Name

Your Title(s)

Telephone Number

Fax Number

Email Address

Other Information (please specify)

Supervisor's approval

GI Director's approval

Job Tracking (for Design Services use only)

Verify Director's Office approval

(or alternate funding source required)

NOTE: If alternate funding source is provided, notify Lynda to ensure order is charged correctly during Procard reconciliation.

Completed order form received

Proof reviewed/approved by customer

Order placed with vendor

Cards received at Design Services

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

Cards delivered to customer