



Purchasing • Printing Services
BUSINESS CARD ORDER FORM
 Phone: 909.387.3349 | countyprint@cao.sbcounty.gov

DATE	DEPARTMENT NAME	MAIL CODE (Required for delivery)
CONTACT PERSON		PHONE
COST CENTER	INTERNAL ORDER NUMBER	WBS NUMBER

- Quantity:
- Box of **500** Cards (BLACK imprint)
 - Box of **500** Cards (BLUE imprint)
 - Box of **500** Cards (GOLD FOIL with BLUE imprint)
 - Box of **1,000** Cards (BLACK imprint)
 - Box of **1,000** Cards (BLUE imprint)
 - Box of **1,000** Cards (GOLD FOIL with BLUE imprint)

Specialty Business Card - See second page for selection options

Information provided below will be used to create your business card, standard or specialty. An electronic proof for each card will be sent to the contact person for approval to print. All cards will be printed using white 100# paper unless otherwise specified cover

← Department
Division
Unit

Name _____
 Title _____

Address _____

← Email
Phones/Fax
Mobile

www.SBCounty.gov

Special/Additional instructions to Printing Services: _____

For assistance with layout, two sided business cards or alternative paper, please call (909) 387-3349
 Note: Business cards with these features will incur a higher price per box for layout and printing.

I hereby certify of my own personal knowledge that the articles or services requested hereon are contained in the budget and are necessary for use by the department.

Authorized Signature *Print or Type Name*

Please send all Business Card Order Forms to Printing Services via Interoffice Mail to 0750.