



Purchasing • Printing Services  
**BUSINESS CARD ORDER FORM**  
 Phone: 909.387.2146

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 - \$8.95)
  - Box of **500** Cards  
(**BLUE** imprint - \$17.32)
  - Box of **500** Cards  
(**GOLD FOIL** with **BLUE** imprint - \$25.92)
  - Box of **1,000** Cards  
(**BLACK** imprint - \$14.05)
  - Box of **1,000** Cards  
(**BLUE** imprint - \$29.14)
  - Box of **1,000** Cards  
(**GOLD FOIL** with **BLUE** imprint - \$45.54)

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](http://www.SBCounty.gov)

Special/Additional instructions to Printing Services: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**For assistance with layout, two sided business cards or alternative paper, please call (909) 387-2146.**  
 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.**

