



**Reprographics**  
4400 Cathedral Oaks Road  
Santa Barbara, California 93160-6307  
(805) 964-4711 • FAX: (805) 964-3041

# Request for Employee Business Card

## Budget code:

JOB NO. R - \_\_\_\_\_

Fund	Rsrc.	Year	Goal	Function	Object	School	Mgmt.	Unit

### Instructions:

1. Please complete this form when placing an initial order for business cards **-or-** making changes to an existing card.
2. Send this request **with budget number** to reprographics (Cathedral Oaks campus), or email to [printshop@sbceo.org](mailto:printshop@sbceo.org).

### Format:

 SANTA BARBARA County Education Office Service & Leadership  Susan C. Salcido, Superintendent	First M. Last Title Department email@sbceo.org W: 000.000.0000, ext. 0000 C: 000.000.0000 F: 000.000.0000
4400 Cathedral Oaks Road, PO Box 6307, Santa Barbara, CA 93160-6307	

**Quantity:** \_\_50 \_\_100 Other\_\_\_\_\_

### Contact information on the business card is limited to:

Person's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

**Department** Name: \_\_\_\_\_

Primary email (*only one*): \_\_\_\_\_

Primary phone number: \_\_\_\_\_

Cathedral Oaks direct dial (*optional*): ext. \_\_\_\_\_ **OR** Optional secondary (or cell) number: \_\_\_\_\_

Primary FAX (*only one*): \_\_\_\_\_

Primary address (*only one*): \_\_\_\_\_

\_\_\_\_\_

### Additional essential contact information can be printed on the back of the card.

Indicate additional essential information below (*optional*):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Approved by:** \_\_\_\_\_

Signature of Administrator/Director

\_\_\_\_\_

Date