GOLDEN WEST COLLEGE
GRAPHICS SERVICES

Job Number

BUSINESS CARD ORDER FORM

Scan & email your signed form to colorcopyrequest@gwc.cccd.edu or deliver your form to Graphics, located in Cosmetology 118	**Time Stamp**

First Name	Last Name	Division/Department	E-Mail	Phone Number

Bill to Copy Card #	Signature of Approving Supervisor/Administrator*

Faculty and Staff, You may order your business cards in quantities of 250, 500 and 1000, charged to your department/division copy card. Your supervisor's approval is required. The cost is as follows: **250 - $10   500 - $15   1000 - $25**

Quantity Selected: ☐ 250 ☐ 500 ☐ 1000   **Select Style:** ☐ Surfboard Logo ☐ College Seal Logo

Instructions:

TYPE your name, title, department, office number, e-mail address as you wish them to appear within the approved format.
Please download and fill in this form using Adobe Acrobat. No handwriting or printing on this form will be accepted.

GOLDEN WEST COLLEGE
GWC
HUNTINGTON BEACH, CA

Your Name
Title (optional)
Department

(714) 892-7711 x55000
yourname@gwc.cccd.edu
15744 Goldenwest Street
Huntington Beach, CA 92647-3103

GOLDEN WEST COLLEGE
LET CHANGE BE THE TRADITION
GWC
Founded 1966
HUNTINGTON BEACH, CA

Your Name
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Department

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_____
Name

_____
Title**

_____
Department

***(714) _____ x _____

*** _____
GWC or CCCD Email Address

*Signature approves charge to Copy Card and confirms accuracy of information being printed on cards.
**If you include your title, it must be your official District job title.
*** Cell phone #'s and other personal information are not allowed.

Please be aware that we have institutional priorities that may result in the delay of your order. We apologize for any inconvenience and appreciate your understanding.