Please have your ORG Manager sign off on this form, add the ORG to be charged, and send the signed form to Linda Viveiros in D101 (your order will not be processed until the signed form is received).

The printer will process your business card and send you the proof. Please follow the printer’s instructions.

Once you give final approval, your order should be received in 5-7 days.

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ORG Manager ORG to be charged

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Card Requester Name