

Business Card Order Form

Please send Business Card Order Form and a copy of the completed requisition to
 to Jillian Ogawa, Office of Communications and Marketing, 211 Oswald Building,
 Cooper Campus for processing.

Today's Date: _____ Please allow 20-25 days for delivery

Person Ordering: _____ Phone: _____ Fax: _____

Department: _____

BU	Account	Fund	Program	Department	Class	Project/Grant
68030	50140					

Delivery Address: Communications, 211 Oswald Bldg Attn: Jillian Ogawa

Please complete information requested:

SAMPLE BUSINESS CARD:

Name: _____

Title: _____

Department: _____

Room & Building: _____

Street Address: _____

City, State, Zip: _____

Office Phone: (____) _____

Office Fax: (____) _____

Email: _____

Web address: www.bluegrass.kctcs.edu or _____

Quantity: _____ 100 (\$25.00), 250 (\$27.50), 500 (\$32.00), 1000 (\$36.00)

Vernal Kennedy
 Chief Communications Officer
 Office of Communications



202B Oswald Building
 470 Cooper Drive
 Lexington, KY 40506-0235
 Telephone: 859.246.6507 Fax: 859.246.4676
 Email: vernal.kennedy@kctcs.edu

Include Toll Free #: Yes No
 1-866-774-4872 ext. _____

Include cell phone #: Yes No
 If yes, provide: _____

Approval Signature: Division Assistant Dean

Approval Signature: Communications
