



## BUSINESS CARD REQUEST

Name: \_\_\_\_\_

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

Department: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_

Fax (if desired): \_\_\_\_\_

Campus (Hanceville or Oneonta): \_\_\_\_\_

Address (if different than campus address): \_\_\_\_\_

Office Location (if desired): \_\_\_\_\_

Submitted by: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

P.O. #\* (required for ordering) \_\_\_\_\_

**\*POs should be made out to Alabama Web Press. Business Cards are \$114.00/500 or \$134.00/1,000 for one-sided cards, and \$124/500 or \$164/1,000 for two-sided cards. Please reference Bid #29-2020 on your requisition.**

Notes:

Submit this request to:  
WSCC Marketing, [marketingrequest@wallacestate.edu](mailto:marketingrequest@wallacestate.edu), 256.352.8118