GLENDALE COMMUNITY COLLEGE

Business Card Order Form

Date_____ Name_____ Phone _____

Cost_____ # of cards_____ Account Number _____

Approved by (Tops Manager) _____

GLENDALE
COMMUNITY COLLEGE

1500 North Verdugo Road
Glendale, CA 91208-2894

Name Name
Official Title
Department/Division if available

818-240-1000 Ext. 1234
email@glendale.edu
glendale.edu

sample card

Print the information exactly as you want it to appear on your card

_____
Name

_____
Title

_____
Division/Department/Special Program

_____
Phone/ext. Fax E-mail

_____
Web address if different from **glendale.edu**

_____
Address if different from **1500 North Verdugo Road, Glendale, CA 91208-2894**

1. Cost: $30.00 for 250 cards
   $50.00 for 500 cards
2. Printing is done off campus.
3. Orders *may* take up to 3 weeks.
4. Fill out form and send to purchasing (keep copy for your records).
5. You will receive a proof to approve.