



**Central California  
Conference**

Office of Communication

# PRINT SHOP

*Business Card Request Form*

Date Requested \_\_\_\_\_ Date Due \_\_\_\_\_ Quantity \_\_\_\_\_

Department \_\_\_\_\_ GL # \_\_\_\_\_

Authorized By \_\_\_\_\_

## FILL IN THE BUSINESS CARD

Central California Conference	
<b>Firstname Lastname</b>	
Organizational Title	
<b>OFFICE</b> 559 347 XXXX	
<b>MOBILE</b> XXX XXX XXX	
<b>EMAIL</b> XXXXXXX@CCCSDA.ORG	
<b>WEBSITE</b> CENTRALCALIFORNIAADVENTIST.ORG	
2820 WILLOW AVENUE, CLOVIS, CA 93612	

## OTHER REQUESTS/NOTES/INSTRUCTIONS

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

Customer Proof Approval and Authorization to Print \_\_\_\_\_ (Initial)

*Please note: Due to the workload of the Print Shop, rushed print requests or jobs requiring multiple proofs and corrections beyond the initial 1<sup>st</sup> proof, corrections and final proof, **MAY** incur additional charges.*

### OFFICE USE ONLY

PROOFS  1  2  3  4  5

Paper \_\_\_\_\_

Printing \_\_\_\_\_

Proofs \_\_\_\_\_

Bindery \_\_\_\_\_

Mailing \_\_\_\_\_

Other \_\_\_\_\_

**TOTAL** \_\_\_\_\_