

REQUEST FOR BUSINESS CARDS

CHOOSE ONE: (PLEASE CIRCLE ONE CHOICE)

SANTIAGO CANYON COLLEGE



Santiago Canyon College

YOUR NAME HERE
Job Title

Phone Number
Fax Number
Email Address

Santiago Canyon College • 8045 E. Chapman Ave. • Orange, CA 92869

SANTA ANA COLLEGE



YOUR NAME HERE
Job Title/Department

Campus/Site, Room # (optional)
Campus Address
City, State, Zip Code

Phone Number
Fax Number
Email or cc-mail Address

SANTA ANA COLLEGE

DISTRICT OFFICE



RANCHO SANTIAGO
Community College District
Santa Ana College • Santiago Canyon College

2323 North Broadway • Santa Ana, CA 92706-1640

Your Name Here
Job Title/ Department
Phone Number
Fax Number
Email

Instructions: Choose one card style from above and complete the form below with legible print only. Supervisor signs and routes to Human Resources for approval of job title. Human Resources routes to Publications for layout and printing. The cost for printing business cards is \$4.55 per 250 one-sided cards and \$8.00 per 250 two-sided cards. The cards will be delivered in inter-office mail.

Supervisor's Approval _____ Date _____ Human Resources Approval _____ Date _____

Datatel Budget Number _____

STANDARD: NAME (and optional DEGREE /TITLE abbrev.) _____

STANDARD: JOB TITLE /DEPARTMENT _____

OPTIONAL: EXTRA TITLE /DEPARTMENT INFO (NOT ON RSCCD CARD) _____

STANDARD: NAME OF SITE OR CAMPUS (BUILDING /ROOM OPTIONAL) _____

STANDARD: STREET ADDRESS _____

STANDARD: CITY, STATE, ZIP PLUS FOUR _____

STANDARD:OFFICE TELEPHONE _____

STANDARD:FAX TELEPHONE _____

STANDARD:E-MAIL / INTERNET ADDRESS _____