

# 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



**SANTA ANA COLLEGE**

YOUR NAME HERE  
*Job Title/Department*

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

Phone Number  
Other Phone Number (optional)  
Fax Number  
Email or cc-mail Address

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 \$7.75 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 \_\_\_\_\_