



Business Card Order Form - STAFF

Information needed on card - please print exactly as you wish it to appear.

1000 Lenora St. Seattle WA 98121 www.cornish.edu



_____ Name

_____ Title

_____ phone _____ fax

_____ Additional phone (cell, 800)

_____ email address

Supervisor's Signature _____

Budget number to charge _____

Once your business cards are received, your printing budget will be charged approximately \$57.50 per 250 cards, \$70.00 per 500 cards.

Number of cards (in multiples of 250) _____

If you have any questions, please contact Melissa Hughes in Human Resources at 206.726.5082 or mhughes@cornish.edu.

For HR Use only:

Form Received	
Order Placed	
Order Received	
Delivery Date:	