



## Business Cards Work Request

Please return two signed copies of this form to:

Marketing and Communications  
Portable, Office 1  
Pierce College Puyallup

Please Enter the Following Information	
Name	
Title	
Department	
Your Location	<input type="checkbox"/> Fort Steilacoom - 9401 Farwest Dr SW Lakewood 98498-1999 <input type="checkbox"/> Puyallup - 1601 39th Avenue SE Puyallup 98374-2222 <input type="checkbox"/> Extended Learning - 9401 Farwest Dr SW Lakewood 98498-1999 <input type="checkbox"/> Fort Lewis - Stone Education Center Bldg 6242 Fort Lewis 98433 <input type="checkbox"/> McChord AFB - Education Center Bldg 851 McChord AFB 98438 <input type="checkbox"/> Other – (please specify)
Phone	
Fax	
Email	
Additional Information	
Quantity	<input type="checkbox"/> 250 - \$40.50 (plus sales tax) <input type="checkbox"/> 500 - \$81.00 (plus sales tax) <input type="checkbox"/> 750 - \$121.00 (plus sales tax) <input type="checkbox"/> 1,000 - \$161.50 (plus sales tax)
Budget Code	
Approving Authority (supervisor or dean)	
Approving Authority's Signature	
Official Use Only	
Date Completed	
Budget Code	
Total Cost	