

BUSINESS CARD ORDER FORM

1. Business card form available under the communications tab on the website.
2. Employee fills out requested information below.
3. Employee send business card form and RPO to Purchasing Accountant in Business Office (Education Center).
4. Purchasing Account will approve RPO and send business card form to Sir Speedy.
5. Sir Speedy will email proof of business card to employee and Michele Jones (michelej@usd383.org) for approval - both must ok the proof before production will begin.
6. Turn around time is 5-7 business days AFTER final approval. The finished cards will be delivered to Michele Jones at the Education Center. She will contact you for pick up.

Sir Speedy®

PRINT / SIGNS / MARKETING

785-776-6731 (p) • 785-776-3520 (f)
email: printer@kansas.net



FRONT sample

Date Ordered _____
Account Code _____
RPO # _____
Quantity: 250 500 1000
(if no quantity is selected, 250 cards will be printed.)



BACK sample

PLEASE PRINT CLEARLY

Name: _____

Title: _____

School/Department: _____

Physical Address: _____

City, State, Zip: _____

Office Phone: _____

Cell Phone (optional) : _____

Fax Number: _____

Email Address: _____ @usd383.org