

# Business Card Order Form

Our business cards are now being ordered through the WCC Copy Center. A sample is provided below. Any fields that are not filled in will not appear on the business card (i.e., Cell).



**First Last**  
Title  
Department

eaddress@wccnet.edu  
Phone: 734-677-0000  
Cell: 734-677-0000  
Fax: 734-677-0000  
Building Name 000 AA

Requested By: \_\_\_\_\_

Proof Delivery: \_\_\_\_\_

Charge to Dept. Org#: \_\_\_\_\_

4800 East Huron River Drive, Ann Arbor, MI 48105-4800 | [wccnet.edu](http://wccnet.edu)

To place a business card order, please complete the information below, make sure you have the proper signatures, and return the form to WCC Copy Center.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Department: \_\_\_\_\_

Office Location: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Cell: \_\_\_\_\_ (optional)

E-mail: \_\_\_\_\_ [@wccnet.edu](mailto:_____@wccnet.edu)

Order Quantity:

250 \$5.00       500 \$10.00       1000 \$20.00      Other: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Once the order is placed, your business cards should be delivered in two or three business days.

Best regards,  
Camille Brown  
WCC Copy Center  
734.973.3556  
[copycenter@wccnet.edu](mailto:copycenter@wccnet.edu)