

## BUSINESS CARD ORDER FORM

Please attach this form to your Requisition when placing new business card orders, reorder of business cards with changes, or when you do not have a business card to attach to your Requisition.

**SAMPLE:**

ANTELOPE  
VALLEY  
COLLEGE

3041 W Ave K Lancaster CA 93536

Name  
Title

O XXX XXX XXXX XXXX  
C XXX XXX XXXX  
E XXXXXX@avc.edu

**PRICING:**

250 cards	\$55.04 plus tax
500 cards	\$63.28 plus tax
1,000 cards	\$84.04 plus tax

**VENDOR:**

Minuteman Press (900310411)

**DESCRIPTIONS:**

Please include one of the following in the commodity description of your Requisition:

- New Business Card Order
- Reorder of Business Card with Changes
- Reorder of Business Card

**CARD INFORMATION:**

Type the information EXACTLY as you want it to appear on your business card.

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

Address: \_\_\_\_\_  
(If different than 3041 W. Avenue K, Lancaster)

Phone: \_\_\_\_\_ Ext. \_\_\_\_\_ Cell (Optional): \_\_\_\_\_

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

**PROOF APPROVAL:**

Requestor's Email, [dianne.knippel@avc.edu](mailto:dianne.knippel@avc.edu), and [jasmin.ramirezalvare@avc.edu](mailto:jasmin.ramirezalvare@avc.edu), will receive a "proof" of your business card via email from the vendor for verification of information and approval. Business cards will not be printed until the vendor receives approval of the "proof" from the Requestor and Marketing.

Update: 1/29/2026