

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 XXXXX
C XXX XXX XXXX
E XXXXXXX@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, Alejandro.Guzman@avc.edu, and Raychel.Stewart@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: 4/17/2025