

## Business Card Order Form

Please fill out this form to order Business Cards.  
Send to the Office of Communications, 211 Oswald Building, Cooper Drive Campus.

Today's Date: \_\_\_\_\_ Date Job Needed: \_\_\_\_\_ (allow 15 working days)

Person Ordering: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Account	Fund	Department	Program	Class	Project/Grant	BU

Delivery Address: Communications, 211 Oswald Bldg Attn: Celeste Moore

Please complete information requested:

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

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

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

Room & Building: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/ZIP: \_\_\_\_\_

Office Phone: (\_\_\_\_) \_\_\_\_\_ ext. \_\_\_\_\_

Office Fax: (\_\_\_\_) \_\_\_\_\_

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

Web address: www.bluegrass.kctcs.edu or: \_\_\_\_\_

Quantity: \_\_\_\_\_ (250, 500, 1000, 1500)

	<b>VERNAL KENNEDY</b> <i>Chief Communications Officer</i> <i>Office of Communications</i>
211 Oswald Building • Cooper Drive • Lexington, KY 40506-0235 (859) 257-4872 ext. 4189 • Fax: (859) 257-5706 Toll Free 1-866-774-4872 ext. 4189 E-mail: <a href="mailto:vernal.kennedy@kctcs.edu">vernal.kennedy@kctcs.edu</a> • <a href="http://www.bluegrass.kctcs.edu">www.bluegrass.kctcs.edu</a>	

Include Toll Free #:  Yes  No  
1-866-774-4872 ext. \_\_\_\_\_

Include cell phone #:  Yes  No  
If yes, provide #: (\_\_\_\_) \_\_\_\_\_

Approval Signature: Division Chair/Dean _____
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Approval Signature: Office of Communications _____
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