


# REQUEST for BUSINESS CARD MASTERS and PRINTING

This is the standardized business card format for LBUSD. Please enter the appropriate information on the blank lines corresponding to the numbers, complete the form using Adobe Acrobat Reader and email the saved PDF to **graphics@lbschools.net**. Or print the blank form, fill it out by hand, sign below left, and mail to **OMS-Graphic Arts**. A proofing copy will be sent to you as soon as possible. Special orders including colored inks, custom logos, printing on reverse side, tent cards, etc. will take additional time to process and additional cost to print.



1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 Long Beach Unified School District

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3 \_\_\_\_\_  
 4 \_\_\_\_\_  
 5 \_\_\_\_\_  
 6 \_\_\_\_\_  
 7 \_\_\_\_\_

### Check number of cards needed:

1) Name	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2) LBUSD Job Title	250	500	1,000
	\$19	\$24	\$29

- 3) Site
- 4) Street Address
- 5) City, State, Zip Code
- 6) Phone, Ext., Fax
- 7) E-mail, Web Address

**NOTE:** After receiving your approved proofing copy, the Graphic Arts Department will send your business card master to Duplicating Services. No Duplicating Request Form required. A transfer of expenses will be made from your account to Duplicating Services account using object code: 5728. If you do not check one of the boxes above, the default order is 250 cards.

Date: \_\_\_\_\_ Requested by: \_\_\_\_\_ Ext: \_\_\_\_\_ Deliver To: \_\_\_\_\_

Your Account No. \_\_\_\_ -     - \_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ -     - \_\_\_\_\_

**A transfer of expenses will be made from your account to Duplicating Services account to cover the cost of printing.**

Expense Transfer Approved by:

\_\_\_\_\_  
 Program Administrator

### For OMS Office Use Only

Job # \_\_\_\_\_ Master sent to Duplicating: \_\_\_\_\_

