

## Business Card Order Form

Please fill out this **PDF Form** and email it to:

print\_services@sccoe.org

**(DO NOT PRINT AND/OR SCAN THIS FORM)**

Santa Clara County Office of Education

Print Services Department

1290 Ridder Park Drive MC 215-A

San Jose, CA 95131-2304

(408) 453-6705

 <p>VISION • ACHIEVEMENT • PRIDE SINCE 1893 <b>Los Gatos-Saratoga</b> UNION HIGH SCHOOL DISTRICT</p>	<p><b>Name</b> Title</p> <p>17421 Farley Road West Los Gatos, CA 95030 (408) xxx-xxxx Phone (408) xxx-xxxx Fax xxx@lgsuhdsd.org www.lgsuhdsd.org</p>
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### Ordered Requested By:

Name: \_\_\_\_\_ Date Ordered: \_\_\_\_\_

Email: \_\_\_\_\_ **PO# Required:** \_\_\_\_\_

Quantity: \_\_\_\_\_

### Information to be printed on card:

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

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

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Fax or Cell: \_\_\_\_\_

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

### Notes:

Customizing the business card template requires the approval of your communications department.

Additional fees may apply.