

# BUSINESS CARD PRINT REQUEST FORM

Materials for any publication to be used off campus must go through the Department of University Communications and Marketing for editing, layout, print production and logo review. The MU logo is not to be changed in any way.

TODAYS DATE		APPROVED BY
DATE Job Needed		
Requested by		
Ext. No.		
Department		
Cost Center		
Building		
Document Name (IMPORTANT)		
Deliver to above		
Hold for Pick Up		

Name		Title	
Office Phone #		Title 2 <sup>nd</sup> line	
Cell		Rm # and building	
Fax			
E-mail			

Please note:  
Cell phone is optional depending on your department's requirements.



**YOUR NAME HERE** YOUR TITLE

DEPARTMENT OF (DEPARTMENT NAME)  
 OFFICE: 570.662.0000  
 FAX: 570.662.0000  
 yname@mansfield.edu  
 1XXX Your Building Hall  
 Mansfield, PA 16933

**[mansfield.edu](http://mansfield.edu)**

Additional instructions

Date Completed		FOR DUPLICATING AND PRINTING OFFICE ONLY				
TOTAL COST		Labor		Materials		Operator's Initials