Please note that these business cards are produced entirely by the students in GRPH 68, Emerge Studio. This project is repeated at the beginning of each semester, and is meant to be a learning experience for our students.

The Graphic Communications Department is now accepting orders from City College employees for business cards. The type will be printed in black and the CCSF seal will be in red. There is a $20.00 charge for 200 cards, to cover the cost of materials consumed.

Orders are due by **Friday, February 8** and will be returned to you via campus mail on **Monday, March 11**. Orders received after the February 8 deadline will be refused.

Send this form, with payment (check or Transfer of Expenditure) payable to Graphic Communications to:

**Graphic Communications**  
**Attn: Production Coordinator**  
**Box V49, Ocean Campus.**

Indicate whether you want the **vertical** format or the **horizontal** format.

Please fill out the information indicated to the right. Bold items are mandatory; italic items are optional.

**Legibly print** the necessary information on this form. Do not add lines or characters beyond what is indicated.

All items you list will appear on your card. Please print very clearly, preferably in ink.

For additional information please call: Colin Hall at Ext. 3082.

**Note:** We will need your campus mail box for the purpose of delivery. If you are not including it on your card, please put it here. _______

We cannot list home addresses or outside work information on CCSF business cards.