BUSINESS CARDS

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

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

Please legibly print the necessary information on this form. Do not add lines or characters beyond what is indicated below. Send this form, with payment to Graphic Communications, Attn: Production Coordinator, Box V49, Ocean Campus. Please make check payable to Graphic Communications.

Orders are due by Friday, October 14th and will be returned to you via campus mail on Monday, November 14th. Orders received after the October 14th deadline will be refused.

Please fill out the information indicated below. Bold items are mandatory; italic items are optional. All items you list will appear on your card. Again, please print very clearly, preferably in ink and all capital letters (except for email addresses; these must be printed exactly as you want it to appear on your card). Remember to indicate whether you want a seal or a logo.

Please choose a delivery method:
- CCSF Mail
- Pickup

Please choose a logo or seal:
- Logo
- Seal

NAME
TITLE
DEPARTMENT
CITY COLLEGE OF SAN FRANCISCO
CAMPUS
ADDRESS
BOX
OFFICE
SAN FRANCISCO, CALIFORNIA
WORK PHONE* - - E X T .
FAX* - -
HOME PHONE - -
EMAIL
WEBSITE

Sample Card.
This is how your card will look.
All cards are a vertical format.
Horizontal format is not available.

Note:
We will need your campus mail box for the purpose of delivery.
If you did not include it on your card, please put it here. ________
We cannot list home addresses or outside work information on CCSF business cards.