Business Cards

SPRING 2017

e studio

Please note that these business cards are produced entirely by the students in VMD 200, Emerge Studio.
This project is repeated at the beginning of each semester, and is meant to be a learning experience for our students.

The Visual Media Design 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.

Completed application forms are due by **Monday, February 13** and will be returned to you via campus mail, the week of **Monday, March 13.** Orders received after the February 13 deadline will be refused.

Complete this form and send it with payment (check or Transfer of Expenditure) *payable to Visual Media Design* to:

Emerge Studio, Visual Media Design Department
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.

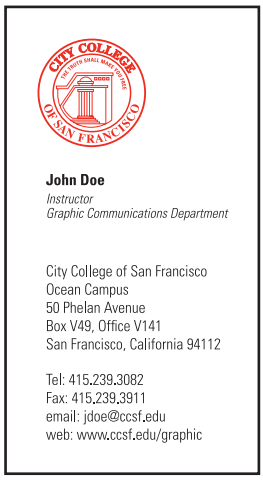
Legibly print the necessary information on this form. **Do not add lines or characters beyond what is indicated.**

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

For additional information please contact:
Colin Hall at Ext. 3082 | chall@ccsf.edu

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.



○ VERTICAL ○ HORIZONTAL

NAME

TITLE

DEPARTMENT

CITY COLLEGE OF SAN FRANCISCO

CAMPUS

ADDRESS

BOX *OFFICE*

SAN FRANCISCO, CALIFORNIA

WORK PHONE – – EXT.

FAX – –

HOME PHONE – –

EMAIL

WEBSITE