



Business Cards Work Request

Please email a signed copy to Tina McGregor at cmcgregor@pierce.ctc.edu

Physical copies are not necessary. However, if you are not able to email a signed form, please notify Tina at the email address above and return two signed copies of this form to:

Marketing and Communications
 Portable, Office 1
 Pierce College Puyallup

Please Enter the Following Information	
Name	
Title	
Department	
Your Location	<input type="checkbox"/> Fort Steilacoom - 9401 Farwest Dr SW Lakewood 98498-1999 <input type="checkbox"/> Puyallup - 1601 39th Avenue SE Puyallup 98374-2222 <input type="checkbox"/> Extended Learning - 9401 Farwest Dr SW Lakewood 98498-1999 <input type="checkbox"/> Lewis Main - Stone Education Center Bldg 6242 Lewis Main 98433 <input type="checkbox"/> McChord - Education Center Bldg 851 McChord Field 98438 <input type="checkbox"/> Other – (please specify)
Phone	
Fax	
Email	
Additional Information	
Quantity	<input type="checkbox"/> 250 - \$39 (plus sales tax) <input type="checkbox"/> 500 - \$59 (plus sales tax) <input type="checkbox"/> 750 - \$78.98 (plus sales tax) <input type="checkbox"/> 1,000 - \$99 (plus sales tax)
Chartstring (complete)	
Approving Authority (supervisor or dean)	
Approving Authority's Signature	
Official Use Only	
Date Completed	
Chartstring	
Total Cost	