## WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT **BUSINESS CARD ORDER FORM**

**EXAMPLE ONLY** 



**Steve Smith** Principal

Our Town School 123 School Street Our Town, CA 94000

Phone: (510) 123-4567 Fax: (510) 123-4568 Email: ssmith@wccusd.net

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

Please complete the form below for the West Contra Costa USD Central Copy Department to process your business cards.

| Name of individual   | Department at 510-307-7875 with any questions. |
|----------------------|--|
| Title                | Phone  |
| School or Department | Fax  |
| Street Address       | Other Phone (Optional)                         |
| City                 | e-mail (Only District e-mail ex: @wccusd.net)  |
| State                | Zip Code Quantity                              |
|                      |  |
| Requester Signature  | Administrator Signature                        |

**EXAMPLE ONLY** 



Phone: Fax: E-mail:

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT

- A proof of your card will be sent to you for approval before printing.
- If the proof is okay, please sign the proof copy before emailing it back to: printshop@wccusd.net
- Scheduled turn around time is 7-10 business

PLEASE COMPLETE THIS ORDER FORM AND EMAIL TO THE WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT CENTRAL COPY DEPARTMENT AT printshop@wccusd.net