



BUSINESS CARD ORDER FORM

ONCE COMPLETED, PLEASE PRINT AND GIVE TO LESA OR E-MAIL TO MARKETING@SUMMIT-SOFT.COM.

Today's Date: ___/___/___

Submitted by: _____ in _____ Department

Quantity needed: 250 500 1000 Other: _____

Priority Level: *Urgent* *Not urgent*

Why item is needed: *Error correction* *New employee* *New job title* *Name change* *Ran out of current stock*

Official Job Title to include on business card: _____

First name: _____ Middle initial (if desired): _____ Last name: _____

E-mail address: _____@summit-soft.com Phone extension: _____

Project approval:

Marketing Manager: Yes No

Signature: _____

Requestee's Manager: Yes No

Signature: _____

(JUNIOR DESIGNER USE ONLY)

Completed: ___/___/___ Time spent on project: _____ Designer: _____

Approved proof from print shop: ___/___/___ Final product arrived: ___/___/___