

JEL Print Shop
Business Card Order Form

To ensure accuracy, please complete the form below for each business card needed and send or email to: J. Everett Light Career Center, ATTN: Andria Pipkin, apipkin@msdwt.k12.in.us

PLEASE COMPLETE FORM COMPLETELY AND ACCURATELY. No Print Order is necessary.

Number Needed: 200 400 600 800 1000
(increments of 200)

Name _____

Title _____

(up to two lines) _____

Phone Number with extention _____ - _____ - _____ ext _____

Fax _____ - _____ - _____

email _____

School or other location _____

Street Address _____

City, State Zip _____ - _____ - _____
(include 9 digit zip)

Signature of Building Administrator/Department Head/Principal *(required)*

Business cards will be printed free of charge to those in the following groups:

- All Administrators, Supervisors, and Coordinators
- Student Program Specialists
- Crisis Administrators
- Grant Coordinators
- Psychologists
- School Board Members
- Others as approved by the Superintendent

Employees not falling in the above group may order business cards at **\$10.00 for every 200 business cards**. Please send check or money order (no cash) with the order. We must have 12 sets of business cards in order to print cost-effectively (every 200 constitutes a set).