

Business Card Order Form

Our business cards are now being ordered through the WCC Copy Center. A sample is provided below. Any fields that are not filled in will not appear on the business card (i.e., Cell).



First Last
Title
Department

eaddress@wccnet.edu

Phone: 734-677-0000

Cell: 734-677-0000

Fax: 734-677-0000

Building Name 000 AA

4800 East Huron River Drive, Ann Arbor, MI 48105-4800 | wccnet.edu

Requested By: _____

Proof Delivery: _____

Charge to Dept. Org#: _____

To place a business card order, please complete the information below, make sure you have the proper signatures, and return the form to WCC Copy Center.

Name: _____

Title: _____

Department: _____

Office Location: _____

Phone: _____

Fax: _____

Cell: _____ (optional)

E-mail: _____ [@wccnet.edu](mailto:_____@wccnet.edu)

Order Quantity:

250 \$5.00

500 \$10.00

1000 \$20.00

Other: _____

Your Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Once the order is placed, your business cards should be delivered in two or three business days.

Best regards,
Camille Brown
WCC Copy Center
734.973.3556
copycenter@wccnet.edu