

BUSINESS CARD REQUEST FORM

- Business cards are provided for full time faculty and staff.
- Each box contains 100 business cards.
- In order to be cost-effective, they are only ordered four times a year: **July 30, Sept. 30, Dec. 30, and March 30.**
- Please submit your request at least one week before an order date.
- PLEASE PRINT!

Name _____

Title _____

Phone _____

Fax _____

Email _____

Mailing Address 742 Upper Maple Street, Danielson, CT 06239
 729 Main Street, Willimantic, CT 06226



Proof required

Send final proof to: _____

Email Address

Date Submitted _____
Date Proof Sent _____
Date Proof Returned _____
Date Ordered _____



QUINEBAUG VALLEY
COMMUNITY COLLEGE

Marketing & Communications