

REQUISITION FOR LSU BUSINESS CARDS

3555 River Road – Printing Office
 Phone: 225-578-2017 • Fax: 225-578-2807
 Email: printing@lsu.edu • www.lsu.edu/pas

Instructions:

1. Please type or print all information and fill in each field as you wish it to appear (i.e. Department of ..., School of..., etc.).
2. To expedite your order, please complete all the information below. Where there is a check box, please check the box to the front of your selection. You may also visit our website at www.lsu.edu/pas and order your business cards online.
3. No request may be processed without a valid budget code number or cash payment.

Contact Name	Department Name	Incoming Date	Due Date
Day Phone	Budget Code/Cash	Pick up or Deliver	
Cell/Evening Phone	Authorization Name for use of Budget Code	Delivery Address	
Fax	Email	Billing Address	

Quantity 250 500 1,000 **Logo Color** Full Color One Color – Purple

Your Business Card Information:

Parent Signature:
[see list provided]

Department:

Your Name:

Title 1, Business Unit:

Title 2:
[optional]

Physical Address:
[optional]

Mailing Address:

Web Address:
[optional]

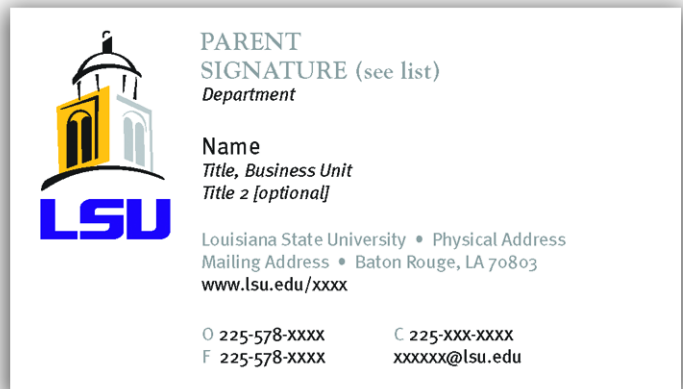
Email Address: **lsu.edu**

Office Phone: 0 — —

Phone 2: — —
 [circle one: F / C / M / D / H]

Phone 3: [optional] — —
 [circle one: C / M / D / H]

- O = Office**
- F = Fax**
- C = Cell**
- M = Main**
- D = Direct**
- H = Home**



Please note that proofs will no longer be sent on business cards. If there is a discrepancy between this document and the actual card, Paw Prints will reprint the cards at no additional cost to the customer.