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](http://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.

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Department Name</th>
<th>Day Phone</th>
<th>Budget Code/Cash</th>
<th>Cell/Evening Phone</th>
<th>Authorization Name for use of Budget Code</th>
<th>Fax</th>
<th>Email</th>
<th>Delivery Address</th>
<th>Billing Address</th>
</tr>
</thead>
<tbody>
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</table>

**Quantity**
- [ ] 500
- [ ] 1,000
- [ ] 2,500
- [ ] 5,000
- [ ] 10,000
- [ ] 50,000
- [ ] 100,000
- [ ] Other ____________

**Color**
- [ ] One Color — Black
- [ ] Two Color — Black and Purple
- [ ] Full Color

**Parent Signature:**
(see list provided)
Department:
Address:
Office Phone:
Fax:
Web Address: (optional)
Dept. Email Address: (optional) lsu.edu

**Secondary Mark**: [ ] Yes

*Secondary Mark must be approved by the Office of Public Affairs. It cannot be larger than the primary LSU logo and can only be used at a 30% screen.*