



New Order Changes to previous order with PrintPointe
(Fill in necessary information as it should appear on your card)

First and Last Name: _____

Title: _____

Department *(optional: select from menu)*: _____

Address: _____

City: _____ State: _____ Zip: _____

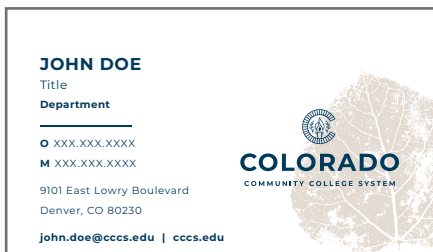
Office Phone: _____

Mobile Phone *(optional)*: _____

Fax *(optional)*: _____

E-mail: _____

Front of Card



Back of Card



QUANTITY *(please check one box):*

100 \$53

250 \$57

500 \$58.10

1000 \$64.10

BILLING INFORMATION: ORG CODE: _____

Supervisor/Org Code Manager Signature (REQUIRED): _____

Person to contact for approval of proof:

Name: _____ Email: _____

REQUESTER: SEND THIS FORM DIRECTLY TO: iliff@printpointe.com and please cc: Marie Mueller in Finance (marie.mueller@cccs.edu), (303) 595-1536

Once received by PrintPointe, **they will email the Requester a proof to approve.** Once Requester has emailed PrintPointe their approval, PrintPointe will start production. *Please note: Business Cards will be delivered to Marie Mueller usually within 48-72 hours of proof approval. She will let you know when your cards have arrived, & arrange to get them to you.

