

WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT BUSINESS CARD ORDER FORM

<p style="text-align: center;">Steve Smith Principal</p> <p style="text-align: center;">Our Town School 123 School Street Our Town, CA 94000</p> <p style="text-align: center;">Phone: (510) 1234567 Fax: (510) 1234568 Email: ssmith@wccusd.net</p> <p style="text-align: center;">WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT</p>
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Please complete the form below for the West Contra Costa USD Central Copy Department to process your business cards.

- x A proof of your card will be sent to you for approval before printing.
- x If the proof is okay, please sign the proof copy before HPDL. **Check to:**
S U L Q W V K R S G H W F X V G
- x Scheduled turn around time is 7-10 business days. Please contact the Central Copy Department at 510- - with any questions.

Name of individual

Title

Phone

School or Department

Fax

Street Address

Other Phone (Optional)

City

e-mail (Only District email ex: @wccusd.net)

State

Zip Code

4 X D Q W L W \

Requester Signature

Administrator Signature

PLEASE COMPLETE THIS ORDER FORM AND (0 \$, / TO THE WEST CONTRA COSTA UNIFIED SCHOOL DISTRICT CENTRAL CO