


Date Ordered

Work Order #

(Internal use only.)

Name _____ Phone: _____

Account # _____
Example 0 1 8 0 0 0 7 5 7 5 9 0 9 0 1 6

 **Campus Services observes copyright law in processing your requests.**

Ordering Instructions:

- **Work Order must be downloaded prior to submission**
- Fill in name, 16 digit account code and date
- Enter fixed quantity amount
- View card style form next page, (scroll down) then select file name from dropdown menu
- Enter identifiable information in the next fields, i.e. Name, Title, Department, etc..
- Choose address location form drop down menu (official College of Dupage address)
- Enter e-mail address (or departments if requesting no-name card)
- Choose Social Media icons if required
- Enter delivery information
- Click Place Order button on lower right to send order to design team

Please enter any special instructions in the section box at bottom of the form.

For questions, please call ext. 3500

Special Instructions: (Additional information for card.)

Business Cards

New
Reprint With Changes

Name

Title 1

Title 2

Department 1

Department 2

Phone 1 () -

Phone 2 () -

Fax () -

Email

Other



Please allow 15 Business days for delivery

Delivery Location:

Bldg _____ Room # _____

Business Card Styles

Select card name from dropdown menu on form.



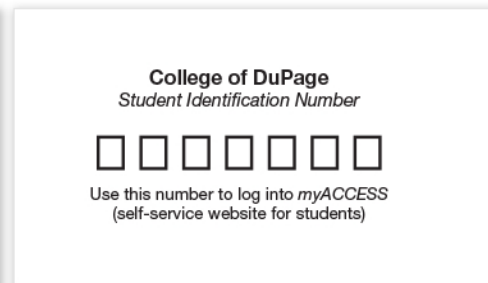
CENT SBDC



Back



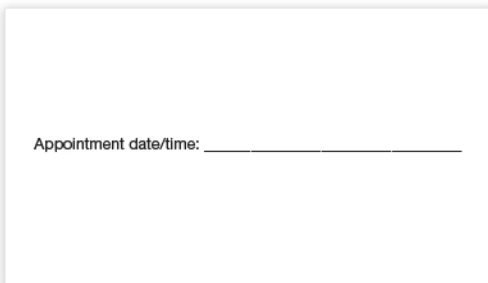
Campus Central ID Backs



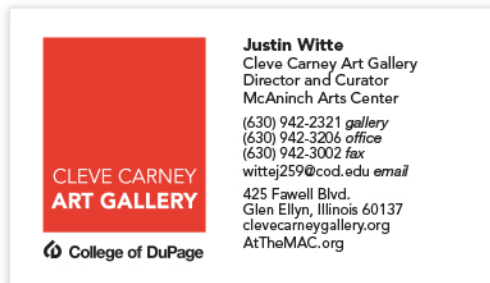
Back



COD Standard Appt Back



Back



Cleve Carney



Back



Foundation



Back



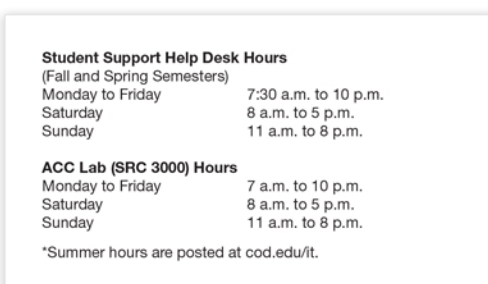
COD Standard Logo Back



Back



IT Student HelpDesk



Back



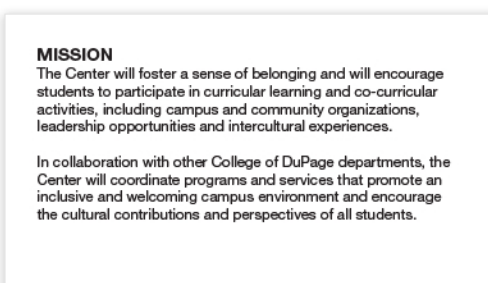
IT HelpDesk



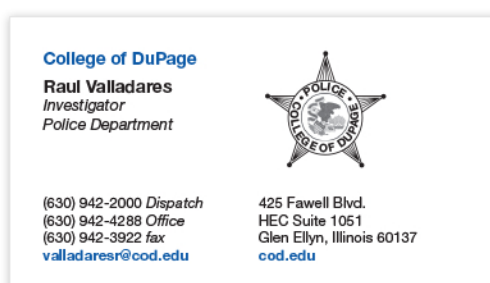
Back



SDI Mission Back



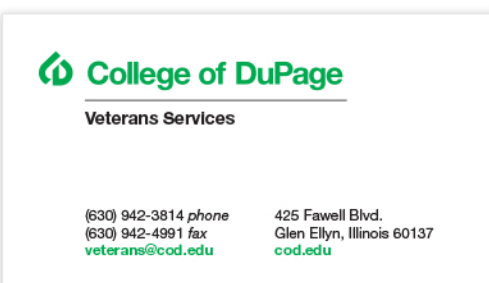
Back



Police



Back



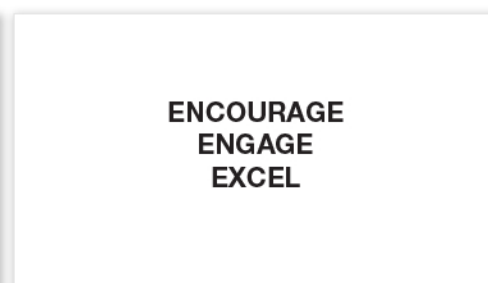
Veterans No Name WAVE Back



Back



SDI Slogan Back



Back



WDCB



Back



Waterleaf



Back



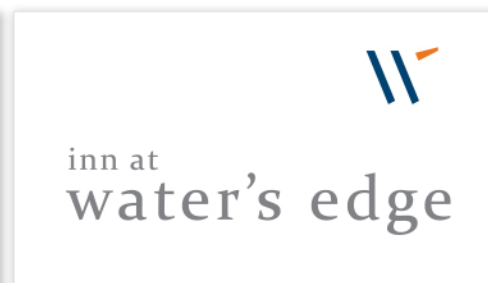
Culinary Market



No Back



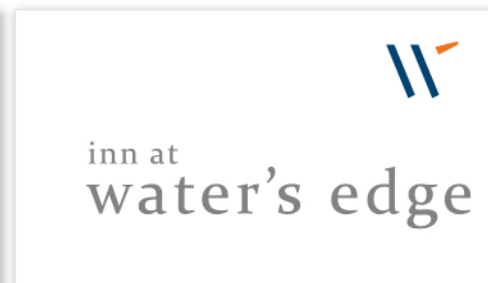
Water's Edge No Name



Back



Water's Edge Name



Back