

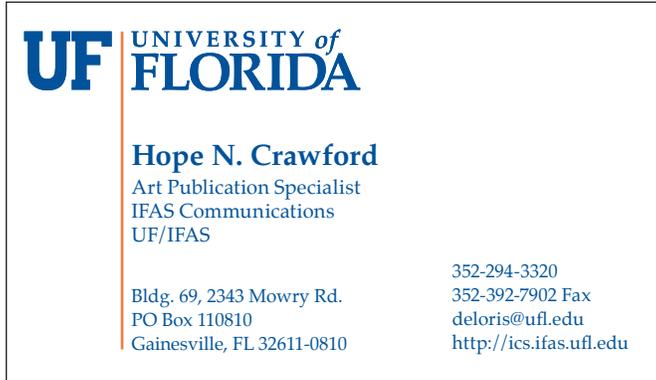
# Request for Business Cards

UF/IFAS business cards must comply with University of Florida guidelines which are stated on the University of Florida's Identity website at <http://identity.ufl.edu/print/#bizCards>. UF/IFAS business cards are printed in color on white cardstock in quantities of 250, unless larger quantities are requested.

Call UF/IFAS Communications at (352) 392-2411 if you have any questions about UF/IFAS business cards.

Please print or type the information to be placed on your business card in the areas below. Allow at least two weeks for processing. A sample of the UF/IFAS Business card is printed below.

**Please DO NOT submit a revised printed business card with conflicting instructions on this form.**



<h3>Payment Information</h3> <p>The print vendor will invoice you directly unless this is an Extension Faculty/Extension Marketing funds (EDIS) order.</p> <p><b>For Extension Faculty Only</b></p> <p>District _____ DED Approval _____</p> <p><b>Payment information (to be filled out by DED)</b></p> <p>Check one <input type="checkbox"/> County Budget <input type="checkbox"/> EDIS Funds</p>
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Name \_\_\_\_\_

Title \_\_\_\_\_

Unit/Dept./Office \_\_\_\_\_

## Address

Building, Room or Street address \_\_\_\_\_

PO BOX Number \_\_\_\_\_

City \_\_\_\_\_, FL Zip: \_\_\_\_\_ - \_\_\_\_\_

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_  
(Official UF E-mail address only)

Fax \_\_\_\_\_

Website \_\_\_\_\_  
(Official UF website only)

Other \_\_\_\_\_

Special Instructions:

**Mail Form to: UF/IFAS Communications/Business Cards**  
**PO Box 110810**  
**Gainesville, FL 32611-0810**  
**or fax to: (352) 392-7902**