

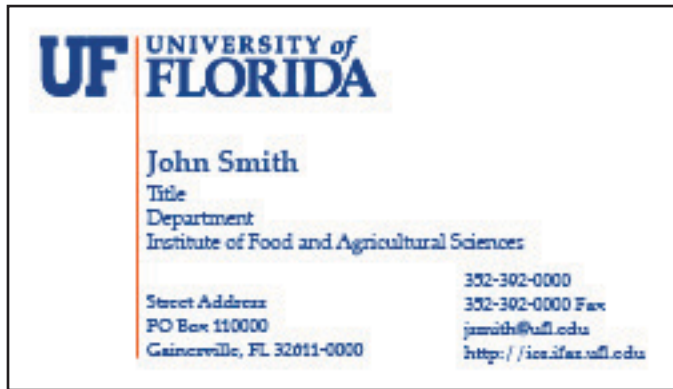
Request for Business Cards

UF/IFAS business cards must comply with University of Florida guidelines which are stated on the University of Florida's Identity Web site at <http://identity.ufl.edu/print/#bizCards>. UF/IFAS business cards are printed in color on white cardstock in quantities of 200, unless larger quantities are requested.

Payment information must be provided before the business cards can be sent to print. You can print your payment information below or call (352) 392-2411 and provide it over the phone.

Call IFAS Communication Services 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.



IMPORTANT	
Please provide us with your billing information.	
FedEx Kinko's Commercial Account Number: (Not Your Discount Card Number)	

Pcard information: _____	Name (as it appears on card)

Pcard number _____	Exp. date _____
Extension Faculty Only: _____	
District number	

Name _____

Title _____

Unit/Dept./Office _____

Institute of Food and Agricultural Sciences

Address:

Building, Room, or Street address: _____

PO Box Number : _____

City: _____, FL Zip: _____ - _____

Telephone: _____ E-mail: _____

Fax: _____

Website: _____

Other: _____

Mail Form to: IFAS Communication Services/Business Cards
PO Box 110810
Gainesville, FL 32611-0810

or fax to: (352) 392-7902