Marketing Department
Business Card, Name Tag, Name Plate Order Form

How to fill out a PDF form online:

1. **Open the document and click "Tools" in the top right corner**
2. **Click "Fill & Sign"**
3. **Click spaces you want to type in and fill out document**

Thank you for your request. Please note that the Marketing Department staff may have several large projects on their plate, and response times will vary. We will do everything we can to fulfill your request in a timely manner. Thank you for your patience and understanding.

☐ The information in this document has been **reviewed** and **approved** by Human Resources.

Business Cards

Last Name _____ First Name _____

Job Title _____
(Job titles listed on business cards *must* read the same as what is on file with the human resources department.)

Email _____ Work Phone #: 530-226 - _____

Cell Phone (optional): _____

If you want to include any official SU social media sites or websites, please list those addresses here:

Requester's Name _____ *Requester's Email* _____

Requester's Department _____

Quantity: ____250 or ____500 (mark an 'x' next to one)

Additional Comments:

Name Tag

Full Name (as you wish to appear on tag) _____

Status: Faculty Staff Student (circle one) Credentials: M.A. M.B.A M.Div. Ed.D. Ph.D. Psy.D. Other:_____ (circle one)

Requester's Name _____ Requester's Email _____

Department _____ Account Number _____

Additional Comments:

Please email the completed form to marketing@simpsonu.edu or directly to the marketing manager. If you have attachments (project examples, PDF's, instruction documents, etc.), they must be turned in with this form.

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Name Plate (if you need more than one nameplate, please fill out additional requests below)

Last Name _____ First Name _____

Job Title _____ Holders/Stands Needed: 0 1 2 3 4

Requester's Name _____ Requester's Email _____

Department _____

Additional Name Plate Requests

(Note: If requester's name and information is the same as information on the first page of this document, you may leave those spaces blank or write "same.")

Name Plate #2

Last Name _____ First Name _____

Job Title _____

Requester's Name _____ Requester's Email _____

Department _____

Name Plate #3

Last Name _____ First Name _____

Job Title _____

Requester's Name _____ Requester's Email _____

Department _____

Name Plate #4

Last Name _____ First Name _____

Job Title _____

Requester's Name _____ Requester's Email _____

Department _____

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