# Olympic College Business Cards Form

All business card orders are processed through Human Resources. To request business cards, complete the information below or attach your latest card. Return to Human Resources, mail stop CSC 5.

Departments will not be charged for all orders; however business cards requests require supervisor’s approval.

- [ ] Reorder - *Information on card is correct “as is” (attach card).*
- [ ] New Order/Changes - *Prepare a card using the following information:*

All business cards will have the web address printed ([www.olympic.edu](http://www.olympic.edu))

<table>
<thead>
<tr>
<th>Name to be printed on card</th>
<th>OC Job Title/Discipline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Phone Number</td>
<td>Fax Number</td>
</tr>
<tr>
<td>Email Address</td>
<td>Department</td>
</tr>
<tr>
<td>Office Location (building &amp; room number)</td>
<td>Other (i.e. Shelton, 937 W. Alpine Way Shelton, WA)</td>
</tr>
</tbody>
</table>

**Mailing:** 1600 Chester Avenue, Bremerton, WA 98337-1699 (unless otherwise noted)

**For Faculty Only:**
- [ ] Use **Instructor** (i.e. History Instructor)
- [ ] Use **Professor** (i.e. History Professor)
- [ ] Use **Faculty** (i.e. History Faculty)
- [ ] List discipline **ONLY**

Supervisor Signature Required