

Business Card Order Form

Please fill out this **PDF Form** and email it to:

pservices@sccoe.org

(DO NOT PRINT AND/OR SCAN THIS FORM)

Santa Clara County Office of Education

Print Services Department

1290 Ridder Park Drive MC 215-A

San Jose, CA 95131-2304

(408) 453-6705



Orchard School District
www.orchardsd.org

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Office Assistant / Payroll

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San Jose, CA 95131

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dcardenas@orchardsd.org

Ordered Requested By:

Name: _____ Date Ordered: _____

Phone: _____ Date Needed: _____

Email: _____ PO# Required: _____

Quantity: _____

Information to be printed on card:

Name: _____

Title/ Department: _____

Address _____

City: _____ State: _____ Zip: _____

Phone: _____ Extension _____

Fax or Cell: _____

Email: _____

Notes:

Customizing the business card template requires the approval of your communications department.

Additional fees may apply.