


Motlow State Community College Business Card Request Form

Date: _____

Sample layout:

	MOTLOW STATE COMMUNITY COLLEGE
name	
title	
department	
campus	000-000-0000
address	Fax 000-000-0000
city, TN zip	800-654-4877 ext. 0000
www.msc.edu	email@mscc.edu

Fill out the information below as you would like to have it on the business card. Please attach a sample card if available.
A proof will be sent for final approval before cards are printed.

Name as you wish it to appear on card: _____

Job Title: _____

Department Name: _____

Campus Address Setup (select one):

Moore County Campus
P.O. Box 8500
Lynchburg, TN 37352-8500

McMinnville Campus
225 Cadillac Lane
McMinnville, TN 37110

Fayetteville Campus
1802 Winchester Hwy.
Fayetteville, TN 37334

Smyrna Campus
5002 Motlow College Blvd.
Smyrna, TN 37167

Office Phone: _____ Fax: _____

Toll Free: 800-654-4877 ext. _____ Email Address: _____

Additional information: _____

Number of sets for this order (1 set = 500 cards = \$28.00) _____

Banner Index Number: _____

Budget Head Signature: _____

Cards will be sent to the printer after 6 orders have been received. Allow 2-3 weeks for delivery.

Return completed and signed form to the Marketing Department