

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 website at <http://identity.ufl.edu/print/#bizCards>. UF/IFAS business cards are printed in color on white cardstock in quantities of 250, unless larger quantities are requested.

Call IFAS Information and 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.

 John Z. Smith Title Department Institute of Food and Agricultural Sciences 226 Tigert Hall PO Box 113150 Gainesville, FL 32611-3150 352-392-1311 352-392-9506 Fax jsmith@ufl.edu www.ufl.edu
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<h3>Payment Information</h3> <p>The print vendor will invoice you directly unless this is an Extension Faculty/EDIS order.</p> <p>For Extension Faculty Only</p> <p>District _____ DED Approval _____</p> <p>Payment information (to be filled out by DED)</p> <p>Check one <input type="checkbox"/> County Budget <input type="checkbox"/> EDIS Funds</p>
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Name _____

Title _____

Unit/Dept./Office _____

Address

Building, Room or Street address _____

PO BOX Number _____

City _____, FL Zip: _____ - _____

Telephone _____ E-mail _____

Fax _____

Website _____

Other _____

Mail Form to: IFAS Information and Communication Services/Business Cards
PO Box 110810
Gainesville, FL 32611-0810
or fax to: (352) 392-7902