

BUSINESS CARD ORDER FORM

Return completed form to:
Laina Pond
Marketing Coordinator

SAMPLE CARD

A

School, Department or
Business Unit (Optional)

**SOUTHERN
POLYTECHNIC**
STATE UNIVERSITY

School of Arts & Sciences

Ann Smith, Ed.D.
Vice President for
University Department

1100 South Marietta Parkway
Marietta, Georgia 30060-2896

678-915-1234 OFFICE

800-635-3200 TOLL FREE

678-915-5678 FAX

770-404-9012 HOME

IM: AsmSPSU

asmith@spsu.edu

*Mandatory Fields

Name*

Title*

Mailing Address*

Primary Phone Number*

Optional Contact Information

E-mail Address*

NAME →
[Middle initial optional]

▼SUFFIX (Jr., III, Ph.D., etc.)

TITLE

SCHOOL, DEPARTMENT OR BUSINESS UNIT
[OPTIONAL – SEE "A" ABOVE]

MAILING ADDRESS
[CHOOSE ONE]



STANDARD →

1100 South Marietta Parkway
Marietta, Georgia 30060-2896



OTHER

Mailing Address ▼

City, State, ZIP ▼

PRIMARY PHONE →
NUMBER

Label

☐ DIRECT

☐ OFFICE

E-MAIL ADDRESS

OPTIONAL CONTACT INFORMATION — CHOOSE UP TO FOUR



TOLL-FREE



OFFICE FAX



MOBILE



HOME



HOME FAX



PAGER



INSTANT
MESSAGING



OTHER

Label



OTHER

Label

Quantity

☐ 250

☐ 500

Budget Code

Deliver Cards To

Person Completing Form ▼

Phone Number

Date