



# BUSINESS CARD REQUEST FORM

*Due to budget constraints, Communications & Marketing Department will pay the cost for **one-half box (250 cards) of standard business cards** per fiscal year. Any additional cards must be paid for by client.*

Please fill in information based on your **MAIN** campus information if you have multiple office locations.

**A FIRST NAME** \_\_\_\_\_

**B LAST NAME** \_\_\_\_\_

**C ACADEMIC DEGREE(S)** (OPTIONAL) \_\_\_\_\_

**D TITLE / POSITION** \_\_\_\_\_

**E DEPARTMENT** \_\_\_\_\_

**F ADDRESS**

**STREET** \_\_\_\_\_

**CITY, STATE, ZIP** \_\_\_\_\_

**G MAIN CAMPUS PHONE** \_\_\_\_\_

**H SECONDARY CAMPUS / NSU CELL PHONE** (OPTIONAL) \_\_\_\_\_

**I FAX** \_\_\_\_\_


**J NSU EMAIL ADDRESS** \_\_\_\_\_

**NOTE:** Abbreviations for extra long titles or departments can be made.

In order to maintain a consistent, professional identity for the university, the following information will **NOT** be available to place on business cards:

- home phone number
- personal cell phone number
- email address other than NSU address
- web address other than [www.nsuok.edu](http://www.nsuok.edu)

## SAMPLE



**NORTHEASTERN**  
STATE UNIVERSITY

A                      B                      C

**First Last Name, Acad. Degree(s)**                      918.000.0000 **P G**

D Title / Position    918.000.0000 **C H**

E Department / Office    918.000.0000 **F I**

userid@nsuok.edu **J**

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F 600 N. Grand Ave.    |    Tahlequah, OK 74464    |    [WWW.NSUOK.EDU](http://WWW.NSUOK.EDU)