

**JEL Print Shop**  
**Business Card Order Form**

To ensure accuracy, please complete the form below for each business card needed and send or email to: J. Everett Light Career Center, ATTN: Andria Pipkin, [apipkin@msdwt.k12.in.us](mailto:apipkin@msdwt.k12.in.us)

**PLEASE COMPLETE FORM COMPLETELY AND ACCURATELY.** No Print Order is necessary.

**Number Needed:**  200  400  600  800  1000  
*(increments of 200)*

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

*(up to two lines)* \_\_\_\_\_

**Phone Number with extention** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ ext \_\_\_\_\_

**Fax** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**email** \_\_\_\_\_

**School or other location** \_\_\_\_\_

**Street Address** \_\_\_\_\_

**City, State Zip** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
*(include 9 digit zip)*

\_\_\_\_\_  
Signature of Building Administrator/Department Head/Principal *(required)*

Business cards will be printed free of charge to those in the following groups:

- All Administrators, Supervisors, and Coordinators
- Student Program Specialists
- Crisis Administrators
- Grant Coordinators
- Psychologists
- School Board Members
- Others as approved by the Superintendent

Employees not falling in the above group may order business cards at **\$10.00 for every 200 business cards**. Please send check or money order (no cash) with the order. We must have 12 sets of business cards in order to print cost-effectively (every 200 constitutes a set).