



6141 ORANGETHORPE AVE.
BUENA PARK, CA 90620

BULK BUSINESS CARD REQUEST FORM

VISIT [DESIGN.ITEM.COM/GUIDELINES/BUSINESS-CARD](https://design.item.com/guidelines/business-card)

REMINDERS

PLEASE FILL OUT THIS FORM AND EMAIL TO

hrservice@unisco.com, itdepartment@unisco.com, purchasing@unisco.com, design@item.com

For multiple company business cards, please fill out a separate row for each.

FILL OUT BELOW WITH INFORMATION

COMPANY	QUANTITY	NAME	TITLE	EMAIL	CONTACT NUMBER	FACILITY ADDRESS	MAILING ADDRESS
		FIRST NAME			REMINDER: BOTH NUMBERS SHOULD NOT BE PERSONAL.	STREET	STREET
		MIDDLE NAME (OPTIONAL)			MOBILE NUMBER	CITY	CITY
		LAST NAME			OFFICE PHONE NUMBER	STATE ZIP CODE	STATE ZIP CODE
		FIRST NAME			REMINDER: BOTH NUMBERS SHOULD NOT BE PERSONAL.	STREET	STREET
		MIDDLE NAME (OPTIONAL)			MOBILE NUMBER	CITY	CITY
		LAST NAME			OFFICE PHONE NUMBER	STATE ZIP CODE	STATE ZIP CODE
		FIRST NAME			REMINDER: BOTH NUMBERS SHOULD NOT BE PERSONAL.	STREET	STREET
		MIDDLE NAME (OPTIONAL)			MOBILE NUMBER	CITY	CITY
		LAST NAME			MOBILE PHONE NUMBER	STATE ZIP CODE	STATE ZIP CODE
		FIRST NAME			REMINDER: BOTH NUMBERS SHOULD NOT BE PERSONAL.	STREET	STREET
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		MIDDLE NAME (OPTIONAL)			MOBILE NUMBER	CITY	CITY
		LAST NAME			OFFICE PHONE NUMBER	STATE ZIP CODE	STATE ZIP CODE

MANAGER'S APPROVAL

MANAGER'S NAME

FILL OUT BELOW IF ALL BUSINESS CARDS HAS THE SAME MAILING ADDRESS

MANAGER'S SIGNATURE