

Card Style K-2

SUGGESTED FORMAT:

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DESCRIPTION:

Size: 3 1/2 x 2
 Type: Raised Blue Ink
 Seal: Blue Ink
 Paper: Recycled

INSTRUCTIONS:

Enter personal data in boxes at right.

All text, except Name, will be printed in Upper and Lower Case. Name may be specified in either Upper and Lower Case or all UPPER CASE.

Each line has a preset length. If you exceed that length, you must modify your entry or select an alternate layout.

All lines except Name are optional. Spacing will be adjusted/compressed for any unused lines.

Identify type of phone (cell, pager, fax, etc.) next to all phone numbers except for main phone line.

Print a copy of this form and mail or fax (x4314) it with a completed [Storehouse Requisition](#) to Central Stores.

Remember to enter text EXACTLY as you want it to appear on card.

Line #	Personal Data	Max. Characters
1	Name (Upper & Lower Case)	60
<i>OR (choose only one style for Name)</i>		
1	NAME (ALL UPPER CASE)	38
2	Additional Line	60
3	Additional Line	60
4	Additional Line	29
5	Additional Line	29
6	Additional Line	29
7	Additional Line	29
8	Additional Line	29
9	Additional Line	29
Quantity	<input type="checkbox"/> 250 \$25.00 <input type="checkbox"/> 500 \$28.90 <input type="checkbox"/> 1000 \$35.15 Card is available in White Vellum only	
Delivery	<input type="checkbox"/> Regular (7-10 working days) <input type="checkbox"/> Rush (4-5 working days) (\$40.00 extra plus overnight shipping charges)	
Proof	<input type="checkbox"/> No Proof <input type="checkbox"/> Proof (\$10.00 extra)	

PLEASE PROOFREAD CAREFULLY!

Note: text and seal colors may not be exactly as shown. Contact your departmental AA or Central Stores for samples.