NOTE!! THIS FORM WILL PRINT OUT CORRECTLY IF YOU USE YOUR BROWSER'S TOP BAR FOR PRINTING, NOT THE PDF PRINT ICON.

NOAA BUSINESS CARD ORDER FORM

INSTRUCTIONS: ALL REQUESTS MUST BE TYPED. Complete information that should appear on the business card. Be sure that all information is typographically and grammatically correct. The Printing and Reprographics Branch (OFA721) does not make corrections. Requests that are handwritten or do not have an accounting code and/or approval signature, will be returned to the requestor.
THE TOTAL ESTIMATED COST SHOULD BE LESS THAN $25.00 FOR EACH CARD ORDERED.

CARD A

JOHN B. DOE
NOAA Project Director

U.S. Department of Commerce
National Oceanic & Atmospheric Administration
1305 East West Highway (OFA53)
Silver Spring, Maryland 20910

OFF: (301) 713-3540
FAX: (301) 713-2303
E-mail: John.B.Doe@noaa.gov

CARD B

JOHN B. DOE
Director
Project Records Division

Projects and Facilities Services Office
Station 3103 (OFA53)
1305 East West Highway
Silver Spring, Maryland 20910

(301) 713-3540
FAX: (301) 713-2303
E-mail: John.B.Doe@noaa.gov

PLEASE INDICATE YOUR CHOICE:

STYLE (*Choose One*) ☐ Card A ☐ Card B

QUANTITY (*Choose One*) ☐ 250 cards ☐ 500 cards

PLEASE TYPE

1. _____ (nte 22 spaces)
2. _____ (nte 70 spaces)
3. _____ (nte 70 spaces)
4. _____ (nte 45 spaces)
5. _____ (nte 45 spaces)
6. _____ (nte 40 spaces)
7. _____ (nte 40 spaces)
8. _____ (nte 40 spaces)
9. Tel: (____)_____ (nte 22 spaces)
   Fax: (____)_____ (nte 22 spaces)
   Home: (____)_____ (nte 22 spaces)
   E-Mail/Internet: _____ (nte 30 spaces)

FIELDS TO COMPLETE: 1.-3. Name, Title and/or Organization or Division 4.-7. Department Components/Room No./Routing Code/Street Address 8. City, State and Zip Code 9. Telephone and electronic contact information

ACCOUNTING & APPROVAL OFFICIAL

Appropriation Code: _____
Approving Official's Signature: _____
Date: _____
Print Name/Title: _____
Telephone No.: _____

SEND/FAX COMPLETED FORM TO:

1305 East West Highway (SSMC4)
Station 8651 (OFA721)
Silver Spring, Maryland 20910
Telephone: (301) 713-2220
Fax: (301) 713-2303

SHIPPING LABEL

PLEASE TYPE

DOC/NOAA/Office of Finance and Administration
Printing & Reprographics Branch
1305 East West Highway (SSMC 4)
Station 8651 (OFA721)
Silver Spring, Maryland 20910

Ship To:

Name: _____
Address: U.S. Department of Commerce, NOAA
_____
Building/Room: _____
City/State/Zip: _____