

Business Cards



Order Form for all LPS District Employees!

LPS PRINTING SERVICES WILL PRINT YOUR LPS STANDARD BUSINESS CARDS FOR \$25 FOR 250 CARDS! CARDS ARE PRINTED ON WHITE CARDSTOCK IN THE DISTRICT BLUE INK! ALL BUSINESS CARDS HAVE PRINTING ONLY ON THE FRONT.

FILL OUT THE INFORMATION BELOW **COMPLETELY** AND YOU CAN EXPECT A PROOF IN YOUR EMAIL BEFORE YOUR BUSINESS CARDS ARE PRINTED. HAVE YOUR ADMINISTRATOR SIGN THE FORM **OR** ATTACHED A PERSONAL CHECK FOR \$25, MADE OUT TO PRINTING SERVICES AND SEND THE FORM TO OUR DEPARTMENT.

NOTE: LPS BUSINESS CARDS CAN BE ORDERED ANYTIME THROUGHOUT THE SCHOOL YEAR USING THIS FORM!

QUESTIONS? CONTACT ROBYNE OR GARY @ 303.347.3440

*Thank
you!*

BUSINESS CARD ORDER INFORMATION • PRINT CLEARLY!

NAME _____ TITLE _____

SCHOOL NAME _____

SCHOOL ADDRESS _____

CITY _____ CO ZIP _____

SCHOOL OFFICE: _____ VOICE MAIL: _____

FAX: _____ EMAIL ADDRESS: _____@lps.k12.co.us

WEBSITE: _____ (OPTIONAL)