Business Card Ordering Form

Department Card

MARCUS WHITMAN MIDDLE SCHOOL
1887 Madrona Drive SE

SOUTH KITSAP

Port Orchard, WA 98366

Main Office (360) 874-6160

Office Coordinator (360) 874-6167

Office Coordinator Attendance Registrar/Counseling

Website www.skschools.org

(360) 874-6170

(360) 874-6171

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Title

Address

Address

Line 1 Phone

Line 2 Phone

Line 3 Phone

Website

Email

Twitter

Individual Name Card

BRIAN CARLSON

Principal

Marcus Whitman Middle School

SOUTH KITSAP

SCHOOL DISTRICT

1887 Madrona Drive SE Port Orchard, WA 98366

Direct Office Fax (360) 874-6161 (360) 874-6160 (360) 874-6440

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Name

Title

School

Address

Address

Direct

Office

Fax

Email

Website

Ordering Directions:

- 1. Fill out the information on the type of card you want.
- 2. Send the completed form to Amy Miller or Lisa Kirkemo in Community Relations.
- 3. Once the artwork for the card is complete, it will be sent back to you.
- 4. You will be responsible for:
 - Ordering the cards from Fine Arts Litho: you can go to their website <u>www.fineartslitho.com</u> or just email the files to <u>jeff@fineartslitho.com</u> (they are set up in Skyward as a vendor)
 - Submitting a Request for Purchase form with budget information
 - A box of 250 business cards costs around \$25

When ordering - Be sure to specify non-glossy stock for cards to be printed on.