

About the Document

name	AA-ALL-4570-M. Business Card Order Form
owner	Office Administration
access & use	All Staff
what it is	A form for requesting and authorizing an order for staff business cards
who uses it	<ul style="list-style-type: none">◆ Any employees requiring business cards◆ Managers of new hires

Working with the Document

- ◆ Gray shaded form fields are input placeholders. To replace the text in these form fields, click **ONCE** on the field and type your new content.
- ◆ To insert a check inside a check box, double-click on the check box and under the **Default value** heading, select **Checked**.
- ◆ Table cells will expand to accommodate any length of text.

Instructions

1. Save a copy of the form.
2. Add your information to the copied form.
3. Print the form, using double-sided format if necessary.
4. Sign the form.
5. Obtain approval signature.
6. Scan the signed form and email to **CUSTOMIZER: Example - Office Administration** for processing.