

#### Instructions for Staff

Business Card Order Form

# 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> <li>Any employees requiring business cards</li> <li>Managers of new hires</li> </ul>

## 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.

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1/1

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