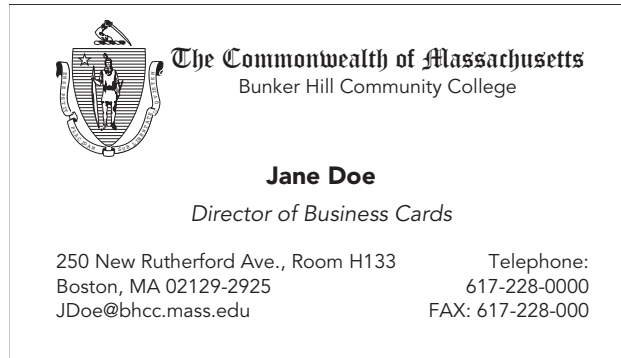


BHCC BUSINESS CARD REQUEST FORM

YOU MUST SAVE THIS DOCUMENT TO YOUR DESKTOP BEFORE FILLING OUT THE FORM

Save in the following format: YourName_BusCard.pdf



Date of request _____

Your manager's approval is required before we can process your business card.

Check here if your manager has approved this request

Manager's name and title _____

PLEASE PRINT HOW YOUR INFORMATION WILL APPEAR ON YOUR CARD:

Name _____

Title _____

Telephone _____

Campus location (check one) Charlestown Campus Chelsea Campus

Room number _____

BHCC email address _____

Fax number (if applicable) _____

- After filling out the form, save this document.
- Make note of the file location on your hard drive.
- Go to http://www.bhcc.mass.edu/imc_support/ and open a new request.
- Fill out the online form, and choose "Business Card" as your type of request.
- Attach this document.
- A proof of your business card will be sent to you with instructions on the approval and printing process.