



# BUSINESS CARD WORK ORDER



**Please Read Carefully!** Work Orders cannot be accepted without this form and a **Budget Number!**



**Budget Code:** ACCT.       SIX DIGITS       FUND       FIVE DIGITS       DEPT.       TEN DIGITS      

Dept. \_\_\_\_\_  
PLEASE PRINT CLEARLY

Today's  
Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date/Time  
Needed \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
\_\_\_\_ : \_\_\_\_ ☐ AM ☐ PM

(Please do NOT use "ASAP")

Full Name \_\_\_\_\_ Phone \_\_\_\_\_  
PLEASE PRINT CLEARLY



**First Last** \_\_\_\_\_

Title \_\_\_\_\_  
Dept \_\_\_\_\_

o: \_\_\_\_\_  
f: \_\_\_\_\_  
e: \_\_\_\_\_

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(If double sided, please submit information for second side of card separately. This can be done via email or as hand-written submission.)

Notes: \_\_\_\_\_

(Updated Aug 2025)

☐ Approved for Printing

Approved by \_\_\_\_\_

Print Shop, Date Received

Print Shop, Date Completed

## Print Shop Use Only

Job Cost Summary

Quantity / Note

Estimate / Cost

Black Copier/Printer \_\_\_\_\_

Color Copier/Printer \_\_\_\_\_

Other \_\_\_\_\_

Shrink Wrap \_\_\_\_\_

**ORDER #** \_\_\_\_\_

**TOTAL** \_\_\_\_\_