



MISSOURI OFFICE OF ADMINISTRATION  
STATE PRINTING CENTER  
4720 SCRUGGS STATION ROAD  
JEFFERSON CITY, MO 65109  
PHONE (573) 751-3307  
FAX (573) 526-7900

## BUSINESS CARD PRINTING REQUISITION

EACH PRINTING JOB **MUST** HAVE A  
SEPARATE REQUISITION

JOB NUMBER

SPC CUSTOMER CODE

AGENCY REQUISITION NO.

STATE FORM NUMBER

**MO**

DATE SUBMITTED

DATE REQUIRED

DATE COMPLETED

### REQUESTOR INFORMATION

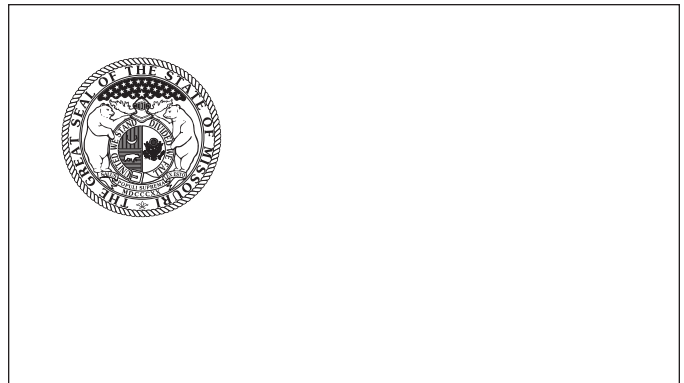
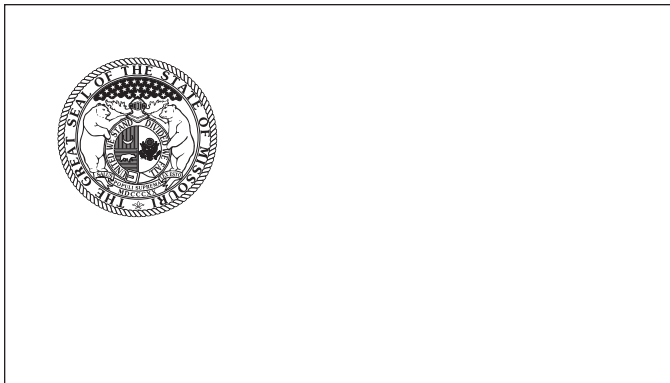
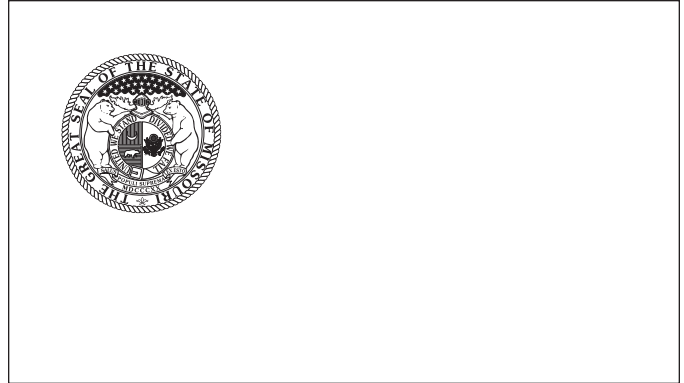
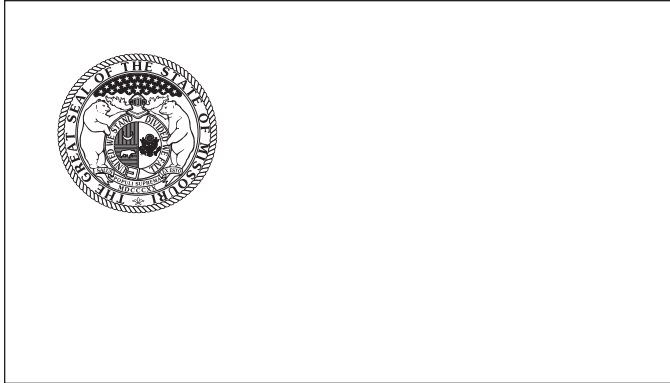
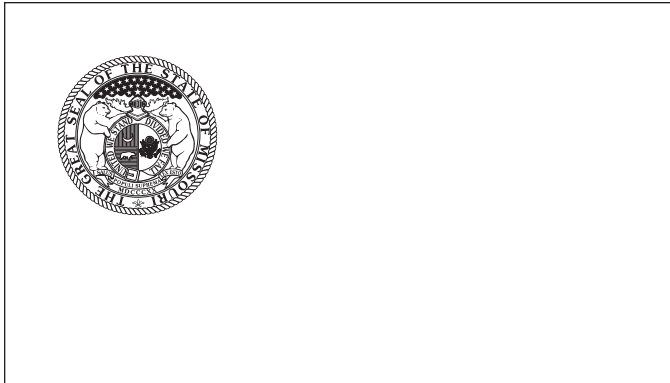
DEPARTMENT	DIVISION	SECTION OR PROGRAM	ROOM NUMBER
CONTACT PERSON		ADDRESS	
TELEPHONE NUMBER	E-MAIL ADDRESS	FAX NUMBER	AUTHORIZED BY

BUSINESS CARD STYLE (CHECK ONE)

☐ Style 1 ☐ Style 2 ☐ Other \_\_\_\_\_

QUANTITY (CHECK ONE)

☐ 250 ☐ 500 ☐ 1000 ☐ Other \_\_\_\_\_



### DELIVERY INFORMATION

<input type="checkbox"/> DELIVER	DELIVER TO	LOCATION	ROOM NO.	QUANTITY
<input type="checkbox"/> WILL PICK UP CALL WHEN READY	TELEPHONE NUMBER	RECEIVED BY	DATE	NUMBER OF CARTONS

