

**To Order NASA Business Cards:**

1. FILL IN ONLY the style chosen for your business cards. ONE style per name.
2. PROOF ALL entries carefully!
3. PRINT this form and send to **Center Printing Office** for processing.

[Note substitutions in appropriate position (i.e., cell phone number or pager number instead of fax number) or indicate none to remove altogether.]  
 [Work (w), Cell (c), Fax (f), Pager (p), Home (h)]

## LANDSCAPE - ALL NASA CENTERS (EXCEPT HQ)

National Aeronautics and Space Administration <b>John J. Doe</b> <small>Official Job Title Office or Division</small> <b>Kennedy Space Center</b> <small>Mail Code</small> Kennedy Space Center, Florida 32899 202-358-0000 (w) 202-358-0000 (c) 202-358-0000 (f) 202-358-0000 (h) john.doe@nasa.gov	  
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MAIL CODE

National Aeronautics and Space Administration <b>John J. Doe</b> <small>Official Job Title Office or Division</small> <b>Kennedy Space Center</b> <small>Mail Stop</small> Kennedy Space Center, Florida 32899 202-358-0000 (w) 202-358-0000 (c) 202-358-0000 (f) 202-358-0000 (h) john.doe@nasa.gov	  
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MAIL STOP

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_  
(Maximum 45 characters including spaces.)

OFFICE/  
DIVISION: \_\_\_\_\_  
(Maximum 45 characters including spaces.)

CENTER: \_\_\_\_\_

MAIL CODE: \_\_\_\_\_

MAIL STOP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

FAX PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

THERMOGRAPHIC PRINTING (RAISED APPEARANCE)

LOGO AND ALL TEXT

QUANTITY:

500

### APPROVAL

*I have determined that*

\_\_\_\_\_ ,

*by virtue of his or her duties, interacts with people or organizations external to NASA and the use of business cards will facilitate communications in the course of such interaction.*

AUTHORIZED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

### SHIP CARDS TO:

NAME: \_\_\_\_\_

ADDRESS 1: \_\_\_\_\_

ADDRESS 2: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP: \_\_\_\_\_

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