BUSINESS CARD REQUEST

DOE Job Control Number _____

Print, Mail and Visual Media Services
Office of Administrative Management and Support
Office of Administration

INFORMATION TO BE INCLUDED ON BUSINESS CARD

(DOE logo, NNSA logo, employee name, title, office address, telephone number, fax number and e-mail address)

Please print or type information

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PROCESSING INFORMATION

Routing Symbol _____

Date In _____

Date Due _____

Quantity _____

(units of 250, 500 or 1000)

Text Ink Color

- ☐ **Black**
- ☐ **Blue** **(PMS 280)**
- ☐ **Gold** **(PMS 872)**

Logo Ink Color

- ☐ **Black**
- ☐ **Blue** **(PMS 280)**
- ☐ **Gold** **(PMS 872)**

Note: not more than two ink colors allowed per card.

Please choose a style from the templates on the second page.
Special Instructions:

Requestor Name (Type or Print)	**Signature**	**Date**
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Contact Person Name (Type or Print)	**Telephone Number**	

SEAL 5/8" DIAMETER

TYPE A

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SEAL 6/8" DIAMETER

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TYPE C

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TYPE E

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TYPE G

F. LAURENCE JOEL, P.E.
DEVICE ASSEMBLY FACILITY (DAF) FACILITY REP
SITE MANAGEMENT DIVISION

U.S. DEPARTMENT OF ENERGY
NEVADA OPERATIONS OFFICE
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