



**NMS Marketing & Communications**

800 E. Dimond Blvd., Suite 3-450  
 Anchorage, AK 99515  
 Phone 907-273-2444  
 Fax 866-507-8653

# Business Card Order Form

**Note: Please allow up to 10 business days for your cards to be printed.  
 The cost is \$67 for 500 cards and \$105 for double-sided cards.**

**Employee Business Card Information (Please Print)**

Name	
Title	
Business Unit Name	
Division	
Address	
City/State/Zip	
Telephone*	
Fax*	
Cell Phone	
Email Address*	

\* Required fields

Please circle quantity

Number of cards requested	250	500	1000
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Double-sided: Yes or No

Choose from:

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**Six-digit project number for billing (Required):** \_\_\_\_\_

**Nine-digit account code for billing (Required):** \_\_\_\_\_

Please forward this completed form to the Marketing Communications Department at [marketingcommunications@nmsusa.com](mailto:marketingcommunications@nmsusa.com) or fax to 866-861-8892.

**\*Cards will only be issued with the employee title of record as recorded on the Personnel Action Notice (PAN).**

Please attach copy of current business card  
(if you have one)

\_\_\_\_\_  
 Authorizing Manager Date

\_\_\_\_\_  
 Requesting Employee Date