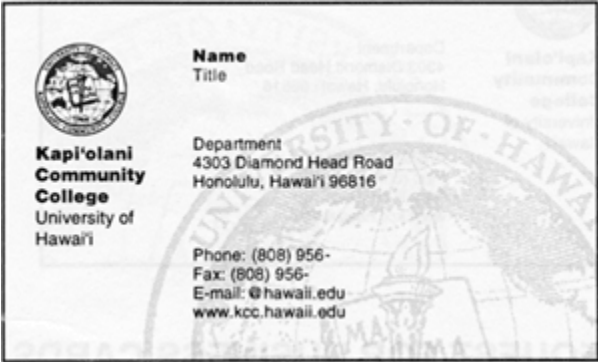


# REQUEST FOR BUSINESS CARDS



Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

4303 Diamond Head Road  
Honolulu, Hawaii 96816

Phone: (808) \_\_\_\_\_

Fax: (808) \_\_\_\_\_

E-mail: \_\_\_\_\_

www.kcc.hawaii.edu

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Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Administrative Services

## **INSTRUCTIONS**

1. Fill in and print out the Request for Business Cards Form.  
**Note:** Only **official** position titles will be accepted.
2. Sign and date form.
3. Have your Department Chair sign and date form.
4. Send completed form to:

Director of Administrative Services  
'Ilima 211

**You will receive notification from IMTS when your cards are ready for pick-up.**

## **NOTICE TO ALL FACULTY & STAFF**

There is a new look to the Kapi'olani Community College campus.

Your stationary has a new look. The design, created for the UH System by the Office of University Relations, will begin with the business cards. As new requests are made, the changes will reflect the new look. It will consist of a system logo and it will be printed in two colors – black text and a light royal blue logo.

## **IN THE NEAR FUTURE**

Requests for department letterhead and envelopes (with and without windows) will be processed as requests are submitted to IMTS by the individual departments. A one color letterhead will be made available online where departments will be able to retrieve and use to create letters for internal use. A formal format with the use of two colors has been developed for letters to the public.