

Staples Order #

Card Orders

Office:	Address:	Order Date:

Employee Name OR Type:	Business Card: Black	Business Card: Color	Other: Appt, Immigration, Police	# of Boxes	Cost per Box	Total

Grand Total:			
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Office Manager/Admin Approval: _____	Date: _____
Purchasing Department Approval: _____	Date: _____

Example:

Employee Name OR Type:	Business Card: Black	Business Card: Color	Other: Appt, Immigration, Police	# of Boxes	Cost per Box	Total
John Doe	x			1	\$1.00	\$1.00
Immigration Cards			x	1	\$1.00	\$1.00
Appointment Cards			x	1	\$1.00	\$1.00