

# UAB Formal or Informal Business Card Request Form - page 1 of 2

If you have a PREVIOUSLY PRINTED SAMPLE, and there are NO CHANGES, attach the sample along with the ordering information on page 2 of this document. If there are ANY CHANGES, note them on your sample and attach the revised sample along with the ordering information. If you are submitting a brand new order, you may use someone else's card as a sample or fill out the information below. Whether your order is new, has changes, or has no changes, please see page 2 of this document to fill out the ORDERING INFORMATION. If you have questions, please call 934-3790.

## PLEASE CHOOSE THE APPROPRIATE HEADING

**UAB** THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

School of; Trustee Approved Centers; Joint Departments; Major Component such as: Office of the Provost, Vice President or a unit that reports directly to the President such as: Athletic Department or Governmental Relations; an Associate Provost or the Vice President for Financial Affairs and Administration or Associate Vice President-level office reporting to either the Vice President for Development, Alumni, and External Relations (like Office of Public Relations and Marketing)

**UAB** MEDICINE

Components of the UAB Health System: UAB Hospital, The Kirklin Clinic, UAB Health Centers, and the Eye Foundation Hospital at UAB; University of Alabama Health Services Foundation, PC; School of Medicine (departments that are clinical or patient oriented)

**UAB** JOINT HEALTH SCIENCES

Department \_\_\_\_\_

**UAB**

CHOOSE FROM THE FOLLOWING: Graduate School, Education Foundation, Research Foundation, Mervyn H. Sterne Library, Lister Hill Library of the Health Sciences

Department \_\_\_\_\_

PLEASE PRINT ATTACHED SAMPLE

If no sample is available, please fill out the following information.

NAME & TERMINAL DEGREE \_\_\_\_\_

TITLE \_\_\_\_\_

DEPARTMENT - OPTIONAL, IF NOT ALLOWED ABOVE \_\_\_\_\_

(DIVISION - OPTIONAL) \_\_\_\_\_

(ROOM # AND OFFICIAL BUILDING NAME) \_\_\_\_\_

(STREET ADDRESS OF ABOVE BUILDING - include non-campus zip for INFORMAL cards) \_\_\_\_\_

(PHONE) \_\_\_\_\_

(FAX) \_\_\_\_\_

(CELL - OPTIONAL) \_\_\_\_\_

(EMAIL - OPTIONAL) \_\_\_\_\_

(WEB ADDRESS - OPTIONAL) \_\_\_\_\_

### MAILING ADDRESS:

(BUILDING ABBREVIATION AND ROOM #) \_\_\_\_\_

For **FORMAL** business cards, specify below which mailing address is appropriate for your office.

**UAB CAMPUS** 4-digit zip required:  
1720 2ND AVE S  
BIRMINGHAM AL 35294- \_\_\_\_\_

**THE KIRKLIN CLINIC OF UAB HOSPITAL:**  
2000 6TH AVE S  
BIRMINGHAM AL 35233-0271

**UAB HOSPITAL** 4-digit zip required:  
619 19TH ST S  
BIRMINGHAM AL 35249- \_\_\_\_\_

**OFF CAMPUS:**  
\_\_\_\_\_  
\_\_\_\_\_

**FORMAL** Green  or Black  Logo

**UAB** THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

Office of Public Relations and Marketing

**James Bakken**  
Director

**Media Relations**  
1320 Administration Building  
701 20th Street South  
205.934.5310  
Fax 205.975.6339  
jjmb@uab.edu

Mailing Address:  
AB 1370  
1720 2ND AVE S  
BIRMINGHAM, AL 35294-0113

**INFORMAL (below)** Green  or Black  Logo

**UAB** THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

**Ronald E. Gamble**  
Director

reg@uab.edu  
205.934.7785 P  
205.975.6339 F  
205.934.3411 C

**Creative and Marketing Group**  
1370 Administration Building  
701 20th Street South  
Birmingham, Alabama 35233

**INFORMAL** - Informal cards are allowed to have printing on the back. See page 2 for options. There is an additional charge for 2-sided business cards.

If you are using an HSF account number, you must supply an HSF Internal Requisition. The HSF requisition must have the account number, object code, and the departmental authorized signature.

For Oracle account numbers, see page 2 of this request form.

# UAB Business Card Back Request Form & Ording Info - page 2 of 2

## INFORMAL CARDS BACK

Informal cards are allowed to have printing on the back. You may choose from one of these three options.

If you choose **option 2**, you must provide a working QR Code electronically. Please send it when you submit your order.

There is an additional charge for 2-sided business cards.

*For use with Informal Options 2 and 3:*

facebook.com/username - optional

twitter @username - optional

linkedin.com/in/username - optional


**INFORMAL option 1**

**UAB** THE UNIVERSITY OF ALABAMA AT BIRMINGHAM  
Knowledge that will change your world

**INFORMAL option 2**  
You must provide the QR code electronically

uab.edu

facebook.com/username  
@username  
linkedin.com/in/username



**INFORMAL option 3**

uab.edu

facebook.com/username  
@username  
linkedin.com/in/username

## ORDERING INFORMATION

**REQUESTED BY** UAB EXT. / EMAIL

**AUTHORIZED BY** UAB EXT. / EMAIL

**DEPARTMENT**

**BLDG.** **RM. NO.** **FAX #**

**DELIVER MERCHANDISE TO:**

**NAME** UAB EXT. / EMAIL

**BLDG.** **RM. NO.** **ZIP**

**SEND PROOF TO\*:**

**NAME** **EMAIL**

*\*A proof is required unless a previously printed sample is provided with NO changes.*

**Quantity:**

**Green Logo**

50  
 100  
 250  
 500  
 1,000  
Other quantity:  \_\_\_\_\_  
multiples of 500

**Black Logo**

500  
 1,000  
 \_\_\_\_\_  
multiples of 500

For Oracle account numbers, fill out the information below. For HSF account numbers, please attach an HSF Internal Requisition.

**DEBIT (DECREASE) ACCOUNT**

**GL String** **Debit Amount (optional)**

	%
	%

**GA String** **Debit Amount (optional)**

	%
	%

Thank you!