

Kansas City, Kansas Housing Authority

Business Card Request Form

(type or print legibly)

NOTE: Some staff may have a desire, because of the different clientele they work with, to have two sets of business cards, one with basic info on it, and one with detail info. If you need two sets, indicate to the right of each item by checking what you want placed on each card. Requests for two sets of cards must have Dept Head approval.

Two Cards Approved: _____
Dept Head Signature

Place check in
appropriate box
to be included
on card

#1 #2

Name: _____

Title: _____

E-Mail Address: _____

Direct Line # or Extension #: _____
(for employees with DID numbers or extensions)

Fax Number: _____
(other than main office fax number, if available)

Pager Number: _____

Cell Phone: _____

Other (detail): _____

(For Off-Site Staff)

Off-Site Office Address: _____

Off-Site Office Number: _____

(For Board Members)

Business/Home Address: _____
(circle whether business or home)

Business/Home Telephone: _____
(circle whether business or home)