



FAMILY & MWR BUSINESS CARD ORDER

Date of Order: _____

Please note that all business card orders have a 14 day turn-around.

Card quantity will be 250 cards unless previous arrangements have been made.

Facility/Department: _____

Point of Contact: _____

Phone Number: _____

Email for Proof: _____

PLEASE LIST NAME EXACTLY AS IT SHOULD APPEAR ON CARD:

Title: _____

Please break title into two lines

Address: **Joint Base Myer-Henderson Hall**

Fort Myer, VA 22211

If mailing address different than above, please write the address here:

Phone Number #1: _____ Office Fax Cell Phone

Phone Number #2: _____ Office Fax Cell Phone

Phone Number #3: _____ Office Fax Cell Phone

Email Address: _____

Supervisor's Signature: _____ Date: _____

1. All orders must be signed by your supervisor.
2. Please complete this form and return by email to:
usarmy.jbmhh.asa.mbx.fmwr-marketing-work-order@mail.mil and CC:
pejcic.p.jacobs.naf@mail.mil