



To: Carol Ann Jehnsen
Fax number: (502) 695-2991

260 Democrat Drive
Frankfort, KY 40601

Date: _____

Regarding: KOSAA Administrative Professional Business Card Order Form

Comments:

Please **PRINT** the following information as you want it to appear on your business card:

NAME _____

POSITION TITLE (such as Administrative Assistant) _____

DISTRICT (BOARD OF EDUCATION) _____

MAILING ADDRESS _____

CITY _____ **ZIP** _____

TELEPHONE # (_____) _____ **FAX #** (_____) _____

EMAIL ADDRESS _____

I would like to order the following number of business cards (price includes shipping):

_____ box(es) of 50 (\$5.00 @ box)

_____ box(es) of 100 (\$9.00 @ box)

Payment directions (please check one):

Check has been mailed to KSBA (to address above)

Please invoice the District. P. O. # reference (optional) _____

Kentucky Organization of
KOSAA
Superintendents' Administrative Assistants

CAROL ANN JEHNSEN
Administrative Assistant

Kentucky School Boards Association
260 Democrat Drive, Frankfort, KY 40601
Telephone (800) 372-2962
Fax (502) 695-2991
E-mail: cjehnsen@ksba.org

Order Rec'd _____
Order Sent _____

Sample layout