


	Kentucky Organization of  Superintendents' Administrative Assistants
To: Katrina Kinman Fax number: (502) 783-1442	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 (\$6.00 @ box) _____ box(es) of 100 (\$12.00 @ box)

Payment directions (please check one):

Check has been mailed to KSBA (to address above)

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

 <p style="text-align: center;">Name <i>Title</i></p> <hr/> <p>Agency Address Telephone Fax E-mail</p>

Order Rec'd _____ Order Sent _____

Sample layout