



BUSINESS CARD ORDER FORM

All business cards are to be ordered through Victorian Branch to ensure consistency in quality and branding across the organisation. In its simplest form the purpose of a business card is to provide the receiver with contact information. Therefore it is important that the information is accurate and provides for continuity when individuals change roles. Cards will not be issued for Probationary or Transitory roles.

To order business cards (minimum quantity 250) please complete this form and send to the Victorian Scout Centre.

Requests received from Groups and Districts must be authorised by the next level Commissioner and be accompanied by payment.

Requests from Region and Branch staff must be authorised by the next level Commissioner **and** the owner of the Cost Centre Budget.

Name	
Role	
Number (Mobile)	
Email (must be a generic @scoutsvictoria.com.au email address)	
Address to which cards are to be sent (Note: No PO Box numbers. Must be a Street address for delivery)

Requested By:

Approved by Commissioner : Date

For Group and District level roles payment of \$75 (payable to Scout Association of Australia—Victorian Branch) must accompany this form.

Approved by Cost Centre Budget Owner (for Region / Branch roles):