

Phone Fax Address Email **Marketing and Communications** 

(08) 8939 7475 (08) 8939 7331

c/PO Batchelor NT 0845 design.print@batchelor.edu.au

## **HDR15 - REQUEST FOR BUSINESS CARDS**

Use this form to request the printing of official Institute business cards. The Marketing and Communications team will use the information you enter below to prepare your cards.

SECTION 1 - STAFF DETAILS	
Salutation, title or honorific	
First name	Surname
Award	
Qualifications Optional. E.g. PhD, MEdSt, BEd, DipT, AssDip Nurs	
Division	Telephone
Please refer to most recent version of the organisational chart.	Please include the area code.
Mobile 04  Optional.  My email address is different:  Leave this option unticked for the default corporate email address.  I require the phone numbers on my card to be in international format, e.g. +61 8 8939 1234 or +61 412345678.	
Please ensure you double-check your details prior to submitting your request.	
This form should be completed and submitted electronically, in order to maximise efficiency and minimise errors. If you encounter any issues doing this, please contact the Marketing and Communications team using the details at the top of this form.	
SECTION 2 - JOB DETAILS AND APPROVAL	
Quantity (minimum of 50, cost is \$10 per 50 cards)	Cost code
Please <b>do not print</b> this form. Forward it to <u>GraduateSchool@batchelor.edu.au</u> once completed.	
SECTION 3 - BUSINESS CARD DELIVERY METHOD	
<ul> <li>Pick up from Printery—Orange Building #5</li> <li>Post to other campus/annexe—Please specify postal addres</li> </ul>	s below:

This information will be collected and stored and used at Batchelor Institute in accordance with the Information Privacy Principles set out in the Northern Territory Information Act. If you have any queries regarding storage and collection of your information, please refer to the Institute's Privacy Statement <a href="www.batchelor.edu.au/privacy-statement">www.batchelor.edu.au/privacy-statement</a> or contact the Institute at <a href="mailto:privacy-officer@batchelor.edu.au">privacy-officer@batchelor.edu.au</a>.