

Business Card Request Form

Please note, all requests are taken and worked on based on the urgency / priority of the project.

Please provide as much information as possible when briefing Marketing with what is required. Once your request is received, you'll receive an acknowledgment to your request and completion date will be given to you. A standard turnaround time for business cards is 5 – 7 working days, from the day the print proof is approved.

Please remember that Marketing take requests for all divisions of SM Global, when requesting support please consider the turnaround times within this and give as much notice as possible. All endeavors will be made to turn actions around quickly to support, but please expect a 3 – 5 working day turnaround on big projects.

All requests must be sent to sabah.sehgal@staffingmatch.co.uk

Business Card Information	
Requester:	
Date:	
Name:	
Title:	
Tel:	
Mobile:	
Email:	
Address:	
Quantity Required:	
Delivery Address:	
Approved by Manager:	

Price List:

100: £26.50
250: £40.00

Delivery: £10 to one location.
Delivery to Feltham free of charge.
Other sites can have their cards delivered to Feltham, but you will have to co-ordinate collection yourself.