

**DISTRICT:** \_\_\_\_\_

**ORDER NUMBER :** \_\_\_\_\_

**TO THE DIRECTOR OF PUBLIC SAFETY:**

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I respectfully request the City of Cleveland Print Shop to make 250 of the following business cards:

**ITEM: Business Cards**

**TOTAL QUANTITY: 250 Cards**

**SPECIFICATIONS: The cards are to read as follows:**

**Name:** \_\_\_\_\_

**Title/Unit:** \_\_\_\_\_

**Department of Public Safety**

**Division of Police**

**Assignment Location:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Cleveland, OH zip code:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**City email address:** \_\_\_\_\_

**Additional Instructions:** \_\_\_\_\_

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**APPROVED**

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Chief of Police

Deputy Chief