



REQUEST FOR BUSINESS CARDS

THE WHITE HOUSE

Note: The cost of business cards is PERSONAL expense.

Name _____

Title _____
(use official title only)

Office _____

Telephone Extension _____ Room # _____

Quantity Ordered _____
(orders of 100, 250, 500, 1,000 only)

Seal Name Title	
The White House	Phone No.

Return to: White House Administrative Office
Room 1, OE0B

Approval : _____
Head of Office White House Administrative Office



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REQUEST FOR BUSINESS CARDS

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Name Kelly S. Craighead

Title Special Assistant to the President, Director of Advance
(use official title only) to the First Lady

Office Office of the First Lady

Telephone Extension 202-456-2518
kelly-craighead@oa.eop.gov

Room # OE08 Rm. 188

Quantity Ordered 250

(orders of 100, 250, 500, 1,000 only)

Seal	
Name Title	
The White House	Phone No.

Return to: White House Administrative Office
Room 1, OE08

Approval: X

Head of Office

White House Administrative Office



REQUEST FOR BUSINESS CARDS

THE WHITE HOUSE

Note: The cost of business cards is PERSONAL expense.

Name Missy Darwin Kincaid

Title Special Assistant to the First Lady
(use official title only)

Office Office of The First Lady East Wing Second Floor

Telephone Extension 456-7136 Room # 204 EW 2nd Floor

Quantity Ordered 500
(orders of 100, 250, 500, 1,000 only)

Seal	
Name	
Title	
The White House	Phone No.

Return to: White House Administrative Office
Room 1, OE0B

Approval: X

Head of Office

White House Administrative Office