



# REQUISITION: Outpatient Practices – Appointment Card

This form is for Stony Brook Medicine outpatient (ambulatory) practices only.

All information must be filled out to process order efficiently. Please do not write in shaded areas. Please allow at least 2 weeks for processing.

**REQUISITION NUMBER: (AUTOMATICALLY ASSIGNED AFTER PRINTING)**

## BILLING

Department/Office			
Account #		Type of Account	
Ordered By		Authorized Signature	Date
Job #	PO #	Date to Printer	Due Out

## CONTACT

(In case we have a question)

Name		Phone	
Email		Fax	

## SUBMIT FORM TO

Interoffice Health Sciences Print Center, Health Sciences Tower, Level 1, (Internal Zip = 8013)	Email James.Mansino@stonybrookmedicine.edu	Questions? Call (631) 444-2642
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## STYLE/TYPE OF CARD NEEDED

(Check appropriate box. All cards will be printed red and black. All others will be as specified.)

<input type="checkbox"/> One practice, single location
<input type="checkbox"/> One practice, multiple locations
Add QR code?* _____ Yes _____ No
*If yes, you will need to supply your own QR code file. Instructions for how to do so are available on the SBM Marketing Communications Toolkit (scan QR code below).

## ORDER

Quantity (1 box = 500 cards) _____
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**Information for Appointment Cards**

**SINGLE LOCATION:**

Practice Name \_\_\_\_\_

Address Line 1 \_\_\_\_\_

Address Line 2 \_\_\_\_\_

City \_\_\_\_\_

Phone \_\_\_\_\_ Fax (optional) \_\_\_\_\_

Website (if other than stonybrookmedicine.edu) \_\_\_\_\_

**MULTIPLE LOCATIONS: (up to 4 – please indicate if within an Advanced Specialty Care facility)**

Practice Name \_\_\_\_\_

Location 1: Address, City \_\_\_\_\_

Location 2: Address, City \_\_\_\_\_

Location 3: Address, City \_\_\_\_\_

Location 4: Address, City \_\_\_\_\_

Phone \_\_\_\_\_ Fax (optional) \_\_\_\_\_

Website (if other than stonybrookmedicine.edu) \_\_\_\_\_

## DELIVERY

(Note: please keep a copy for your records.)

Name	Building/Floor/Room	Department/Office (if different from billing)
No. of Boxes	Received By	Date Received

## EXAMPLES

These examples are for illustrative purposes only. Scan the QR code to view more examples on our website



 Front	 Back	 Front	 Back
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