

Ordering Instructions:

1. Fill out the applicable information (If a field does not pertain to you, please leave it blank)
2. Save the document and send it electronically to your supervisor
3. The supervisor should review the information
4. If everything is accurate, the supervisor should digitally sign and forward the PDF to Color Prints (colorprints@csc.edu)

Business Card Guidelines:

College Content on Every Card

In addition to your name and contact information, each card will include:

College Logo
College Address (cannot be changed)
College Website (cannot be changed)

Prohibited Content

The college's 800 number
Courtesy titles before names (Mr., Ms., etc.)
Unofficial job titles
Nicknames
Personal home address
Personal e-mail addresses
Personal website addresses

If applicable, cards may reflect more than one official job title.

Quantity

Faculty and staff may order up to 500 business cards per year. Additional cards may be ordered before a year has elapsed only if the employee's name, position title, or phone number has changed (but not to add degrees or professional designations earned). There is no limit on the number of business cards that Admissions, Advising, Counseling, Financial Aid, and Records and Registration may order.

Adjunct faculty, temporary and part-time employees are not eligible to receive personalized business cards.

Campus Location: _____ Reason for Order: _____

First Name: _____ Last Name: _____

Academic Degree/Professional Designation: _____
(6 abbreviations max - i.e. Ph.D., ABA, ABIM)

Official Job Title: _____ Department: _____
(H.R. Assigned Title Only)

Phone Number: _____ Fax Number: _____
(Office Phone - i.e. 614-287-5652) (Office Fax optional - i.e. 614-287-5652)

Email: _____@csc.edu Office: _____ Quantity: _____
(Do not type @csc.edu) (Office optional - i.e. Franklin Hall 110)

**THIS IS AN ELECTRONIC ORDER FORM ONLY AND SHOULD NOT BE PRINTED OR ALTERED.
THIS DOCUMENT MUST REMAIN EDITABLE AT ALL TIMES.**

Deliver to: _____
Building Room #

Supervisor Digital Signature
(Do not print)

Received by (please print): _____ Date: _____