Ordering Business Cards
A step-by-step guide

It is imperative that we maintain brand consistency in every aspect of our communications. In order to do so, we have created business card templates that are in brand and, as such, reinforce the brand in both internal and external communications. Because consistency is important, we ask that you work with UHCL Mail and Print services to ensure that the quality and format are cohesive.

Step one: Contact Print Support Services.

You can reach Print Support Services by calling them at extension 2220 or by emailing them at **colorprint@uhcl.edu**. You will need to ask for a quote for a specific amount (usually about 500) and an Inter-Departmental Transfer form (IDT).

Additional information about Mail and Print Services can be found by visiting their website. Their website can be found by any of the following methods:

- Do a Google search for "Print Services" The web page should be listed as one of the first links.

- Visit our main website (**www.uhcl.edu**), click "Search" at the top of the page, type in "Print Services" in the blue box that appears, then hit enter. The link to Mail and Print services will appear as one of the first options.

The UHCL Mail and Print Services page

The UHCL website search bar

Step two: Provide the necessary information.

In order to get business cards, you will need to supply Print Support Services with the correct information. The on-site manager will likely walk you through this process. The information needed for business cards is as follows:

- Your first and last name
- Degrees or credentials (e.g., Ph.D., M.A., etc.)
- Your official job title
- The office or department in which you work
- The college or division the office or department is under
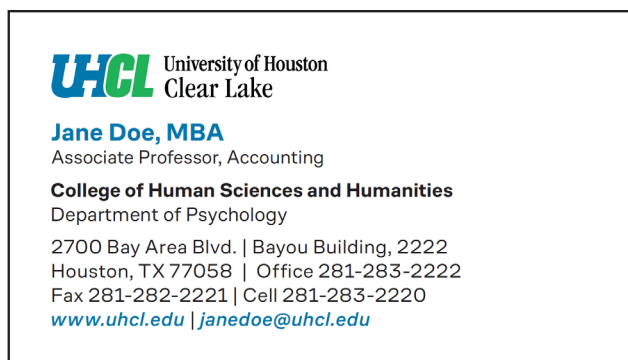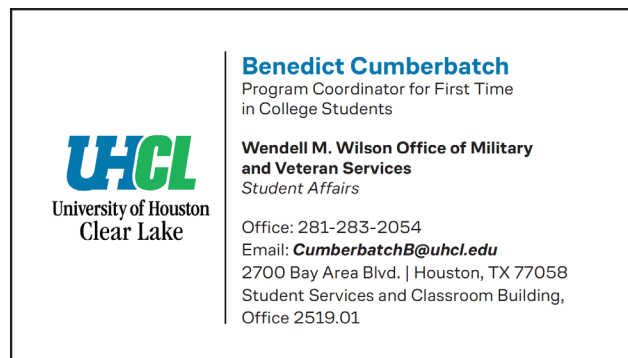- Your office phone number
- Your email address
- Your office location

The information, formatting, and branding cannot change. Additionally, you will not be able to include any quotes, extra graphics, information about another position, or personal information, with the exception of a cell phone number if you would like to include it.

Step three: Choose a front and back combination.

There are two options for the front of the card and two for the back. Screenshots of these choices are on the right-hand side of this page. You may combine any front and any back option. As with the front of the business cards, the back options cannot be changed, nor can they have additional graphics or information included.

Step four: Review and approve the proof.

Print and Mail Services will provide you with a proof of the business cards before they go to print. You will need to review the information and design of the card to ensure it is accurate and let Print Support Services know if there are any changes needed or if it is ready to be printed.

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The two business card front options which illustrate the amount and types of information included on them.

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www.uhcl.edu

The back options

Step five: Have your Administrative Assistant fill out the IDT.

The IDT you requested as part of step one will need to be filled out and returned to Print Support Services in order to pay for the business card. A screenshot of the IDT is below. They usually provide the job description, department, and a few other items on the IDT they provide. The cost center will need to be filled out and a budget authority (such as an AVP or Dean) and the admin assistant or business administrator will need to sign off on it.

Step six: retrieve the cards

Once they have been printed, Print Support Services will let you know they are ready to be picked up.

Congratulations!

You now have business cards.

An Inter-Departmental Transfer form, or IDT.