



---

## **Western Business Card Policy November 2004**

Western provides business cards to faculty and staff to assist employees in representing the college and communicating with others regarding college-related business. All business cards must comply with Western's template and be ordered through Campus Printing & Design Services. Any information printed on Western business cards must be official college titles and contacts. Personal contact information is not permitted on Western business cards. Requests to modify the standard information listed on the business card must be approved by that division's vice president.

To order business cards from Campus Printing & Design Services, Western faculty/staff must complete the Business Card Order form. All necessary information should be completed. The form must be signed by the employee, the employee's supervisor and the Director of Human Resources. The form is then sent to Campus Printing & Design Services to design and print the order. For Business Card Order Forms contact Campus Printing & Design Services at 271-4236.

**Missouri Western State University Business Card Order Form**  
*All data listed must be official college information. ONLY OFFICIAL TITLES MAY BE USED.*

Line 1. Name (max 30 characters) \_\_\_\_\_

Line 2. Title (max 40 characters)\* \_\_\_\_\_

Line 3 OPTIONAL- . Department (max 40 characters)\* \_\_\_\_\_

Line 4. Office Phone number \_\_\_\_\_

Line 5. Office Fax number \_\_\_\_\_

Line 6. Western email address \_\_\_\_\_



(816) 271-9999  
 Fax (816) 271-9999  
 griffon@missouriwestern.edu

**Western A. Griffon, Ph.D.**  
 Director of Griffons  
 Office of Griffons

**Missouri Western State University**  
 4525 Downs Drive, St. Joseph, MO 64507 • www.missouriwestern.edu

Line 1 —

Line 2 —

Line 3 —

Line 4 —

Line 5 —

Line 6 —

**ALL BUSINESS CARDS WILL BE BLACK AND GOLD**

\* Lines 2 and 3 may be combined to allow for multiple titles, departments, etc., (max characters is 40 per line)

*Example:*

**Western A. Griffon, Ph.D**  
 Director of Letterhead, Department of Stationery  
 Professor of Printing, Department of Printing

Line 2. Title (max 40 characters)\* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Line 3. Department (max 40 characters)\* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The form must be signed by the employee, the employee's supervisor AND the Director of Human Resources BEFORE Campus Printing will fill your order.**

Quantity :  250 (\$16.00)  500 (\$23.00)  1000 (\$41.00) Dept. to charge \_\_\_\_\_

Signature \_\_\_\_\_ Supervisor's Signature \_\_\_\_\_

HR Approval \_\_\_\_\_ VP Signature \_\_\_\_\_

ONLY IF NON-STANDARD INFORMATION IS USED

**RETURN FORM TO CAMPUS PRINTING & DESIGN SERVICES, WILSON HALL 112 • 271-4236**