

Business Card Order Process

All business card orders are processed by the Office of Marketing and Creative Services.

Please email your request to branchandani@ivc.edu.

Supply the following information for the card:

Name:

Title:

Department/School:

Campus Telephone:

Campus Email address:

The information below is optional and will only be added if requested.

Cell phone:

Fax:

Requestor will receive a proof for approval. The manager or administrator of that department must also provide approval.

Your department does not need to create requisition for the order.

MCS sends business card orders to print at the end of each month. There must be a minimum of five orders to print. You will be notified if there is any delay for printing your cards.

For questions regarding business card orders, contact Marketing and Creative Services at x5426.