Student Business Card Ordering Instructions
Student Business Cards must be ordered from Print Copy Services

Prices (Per box of 500 Business Cards):
    Payment by Cash: $29.75
    Payment by Check: $29.75

NOTE: STUDENT BUSINESS CARDS CAN ONLY BE ORDERED IN THE BLACK & WHITE OPTION ONLY; NO COLOR OPTIONS ARE AVAILABLE FOR STUDENT BUSINESS CARDS

General Instructions:

1. Please complete both of the attached forms: Tufts Student Business Card Form and the T-NEMC Generic Ordering Form for Business Cards. Please be certain to indicate that you are a student on both of the forms. Please also be sure to include either a fax number where a copy of your proof may be faxed, or a phone number where you can be notified to review your proof at the Copy Center.

   If you do not have your own fax: You can either include a phone number where you can be reached or you may use the Departmental Fax Machine behind the main reception area in M & V (617-636-4017). However, you will be responsible for collecting your fax in a timely manner (Within 2-3 days of submitting your request to the Copy Center.) Faxes not collected within 3 days will be discarded.

2. Bring your completed forms to the Proger Print Copy Center (750 Washington Street) or the Kneeland Print Copy Center (75 Kneeland). You will be issued a proof within 2-3 days. Please be sure to provide a phone number and fax number where you can be reached.

3. You will be notified by the Print Copy Center at 75 Kneeland Street when your cards are ready.

4. You will make your payment by check or cash to the T-NEMC Print Copy Center.

Instructions on how to fill out T-NEMC General Ordering Form for Business Cards is continued on the back.
Business Cards

1. School Name
2. Name, Credentials, Department
3. Address, Phone Number, Fax Number, Email Address, Web Address

1) School Name: School of Medicine (For all Degrees)

2) Name: Your name as would like it to appear on your finished business cards
   Credentials: This will depend on what program you are enrolled in.
   Please see the examples below.
   
   MPH Candidate
   or MPH Class of 2015
   or MPH Candidate- Global Health Concentrator
   JD/MPH Candidate
   BA/MPH Candidate
   MS in Pain Research, Education & Policy Candidate
   MS in Health Communication Candidate
   MD/MPH Class of 2004
   DVM/MPH Class of 2026
   MD/MBA in Health Management Class of 2014
   MS-Nutrition/MPH Candidate
   
   Department: Please leave this blank

3) Address: The Copy Center and the PHPD Office of Student Services strongly urges you to not include your actual home address for your own safety. We suggest simply listing:
   
   Boston, MA
   
   Phone Number: You can list multiple phone numbers. Please label them as "home", "cell", "work", etc.
   Fax Number: If you have a personal fax number, please list here. Please do not list the PHPD Department fax number on your business cards.
   Email Address: If you would like, please list your email address
   Web Address: If you would like to include a personal website, please list here.
TUFTS STUDENT BUSINESS CARD ORDER FORM

1. I would like to order _____ box(es) of 500 black & white Tufts' Student Business Cards.

2. I will be paying by (Please Circle One):  Cash       Check

3. My Contact Information:

   Name: __________________________________________________________

   Phone: __________________________________________________________

   Fax: (Include if you would like to receive your proof by fax): ____________
**ALL REQUISITIONS “MUST” HAVE A DEPARTMENT I.D.#**

<table>
<thead>
<tr>
<th>Tufts University</th>
<th>Boston</th>
<th>Grafton</th>
<th>Medford</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disc</td>
<td>Hard Copy</td>
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</tbody>
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**Special Instructions**

<table>
<thead>
<tr>
<th>No. of Originals</th>
<th>Copies per original</th>
<th>SIZE</th>
<th>Paper other than #20 white</th>
<th>1 side</th>
<th>2 sides</th>
<th>Pricing</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>8½ X 11</td>
<td>Other</td>
<td></td>
<td></td>
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</table>

- Collate
- Staple
- Hole Punch
- Typeset
- Bind
- Other

**TOTAL $**

**BUSINESS CARDS**

1. School Name
2. Name, Credentials, Department
3. Address, Phone Number, Fax Number, Email Address, Web Address

1. 

2. 

3. 

**ALL SHADeD FIELDS OF THE REQUISITION MUST BE FILLED OUT TO PROCESS ORDER**

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**Tufts UNIVERSITY**

<table>
<thead>
<tr>
<th>John Doe</th>
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<tbody>
<tr>
<td>Title</td>
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<td>Department of Affiliation</td>
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<tr>
<td>Secondary Affiliation</td>
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<tr>
<td>Tertiary Affiliation</td>
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<tr>
<td>Quaternary Affiliation</td>
</tr>
</tbody>
</table>

**SCHOOL NAME OR DIVISION**

**1.**

**2.**

**3.**