

The University business card has been redesigned, offering two-sided horizontal and vertical formats. Minimal information to be included:

1. Individual's name
2. Title and/or department or office
3. Up to two phone numbers
4. Email
5. Mail stop

Name, suffix (es), and professional credentials will be printed in red. Only given names (without Mr., Ms., Dr., etc.) may be used. Credentials (degrees and certifications) may be included if space permits.

Select red or white for the back. Other information may not be printed on the back.

Horizontal Format

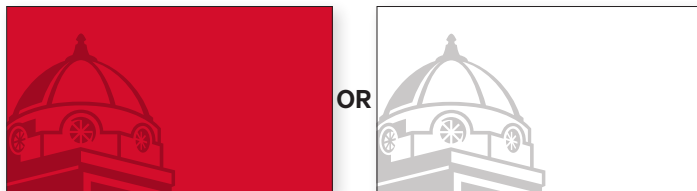



SOUTHEAST MISSOURI
 STATE UNIVERSITY · 1873

John D. Smith, B.A., M.S., Ph.D.
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ONE UNIVERSITY PLAZA
 MS 7350
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jdsmith@semo.edu
 T 573.123.4567
 M 573.123.1234



Vertical Format - Credentials (degrees and certifications) may be included only if they fit on one line with name and comma.



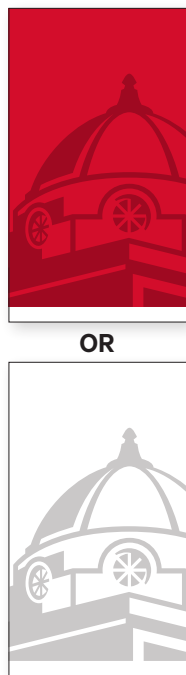

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Business Card Order

Submit this completed order form to Concord Copy Center, MS 7695, Parker 105. You may fax it to 651-2377 or email it to copycenter@semo.edu. If emailed, account custodian signature is not required. If you have questions, call 651-2531.

Person Submitting Request

Name _____

Phone # _____ Mail Stop _____

Dept. or Div. _____

Account/Index # _____

Account _____

Custodian _____

Signature _____

Qty: 100 250 500 1,000

Orientation:

Horizontal Layout Vertical Layout

Color on the back:

White Red

Deliver to:

Name _____

Bldg. & Room # _____

INFORMATION TO BE IMPRINTED ON CARD

Name _____

Title _____

Department or Office _____

Email _____

Phone numbers (2 maximum)

T (office) _____

M (mobile) _____

F (fax) _____

Mail Stop: _____