

1

Billing information

Today's Date _____

Delivery Date _____

You should receive a proof from Creative Communications within 3 days (M-F). If there is a question or problem with your request, you will be alerted to a potential delay.

Contact Name _____

Department _____

Account/Billing Number _____

email _____

Phone Number _____

Quantity 100 250 500 1000

Delivery Location _____

John Doe MD, PhD
Title 1
Title 2

WAKE FOREST
UNIVERSITY

Office of Student Financial Aid
P.O. Box 1234 | Winston-Salem, NC 27109
p 336.758.1234 | f 336.758.9876
financial-aid@wfu.edu

Sample Business card

2

Choose your logo



GRADUATE SCHOOL of ARTS & SCIENCES



SCHOOL of BUSINESS



SCHOOL of DIVINITY



SCHOOL of LAW

3

Type your business card information Only fill out the lines needed.

Name with credentials _____

Title _____

Title (line 2) _____

Department _____

Section _____

Address _____

Address (cont.) _____

Phone Number _____

Fax Number _____

Cell or Pager Number _____

email _____

Website _____

Special Instructions _____

4

From the FILE menu choose "SAVE AS" and name this PDF form with the contact person's name. i.e. "john smith.pdf"

5

Click to send as an email attachment to **Creative Communications**

A PDF proof will be sent to the contact person and must be approved before the stationery pieces will be printed.