

Colorado State University Extension Business Cards

How to place a Business Card order through Creative Services:

Visit [Colorado State University Creative Services](#)

For new users, create an account by selecting *New User*.

After account is created or for returning users, Log In.

View *My Account* to ensure address and contact information are accurate.

Select *Business Card*.

Select *Business Card – Extension* or *Business Card – 4-H* to receive 4-H clover.

Select Signature. First drop-down box determines Region, Area, Program, or County. Second drop-down box specifies first boxes' choice. All will include Colorado State University Extension regardless of options.

Enter the following information:

1. Name
2. Title
3. Contact Line 1-5

Select *Preview*.

Check *I accept the proof* when finalized.

Select quantity and push *Add to Cart*. Extension Human Resources pays for the first order of 500 standard business cards for all new administrative professional and state classified CSU employees. For special orders, Extension Human Resources will pay for the standard business card rate of the new order.

Select *Browse Products* to add additional items to cart or *Checkout* to finalize transaction. Verify Order Summary by selecting *Continue*.

Enter the following information:

1. Name of Person Placing Order
2. Contact Phone Number
3. Department Name (this is your Region)
4. Account number or IO number (please enter N/A if new hire's first order of 500)
5. Delivery Address
6. Campus Delivery Code (4061 for off campus)

Select *Confirm and Submit* to place order.

Contact Doug Garcia, Creative Services Communication Coordinator & Designer at doug.garcia@colostate.edu for special orders.

Contact Kaylie McKenna in Extension's Human Resources Office with questions. She may be reached by email at kaylie.mckenna@colostate.edu or by phone at (970) 491-1617.