

How to Request

Business Cards, Name Tags, and Name Plates

Attach these instructions to your requisitions as the quote

1. Create a requisition using the appropriate department cost center. The tip sheet for creating a requisition can be found at www.chess.edu. If you need assistance locating it, please contact the helpdesk.
 - a. On the requisition, please list each item for each person on its own line. This will help Marketing when creating the artwork and help keep track of who's items were received/weren't received.
 - b. On the requisition, please include all the required information such as Name, Title, Office Phone Number, and Email Address.
 - c. Attach a word or pdf document with the information requested in bullets a & b as your requisition backup.

Example:

Example for Business Cards	Example for Name Tags	Example for Name Plates
Nikkei Cardenas Director of Purchasing Office: 575.769.4032 cardenasn@clovis.edu	Nikkei Cardenas Director of Purchasing	Nikkei Cardenas

2. Once approved, Purchasing will issue the PO and copy Marketing. Marketing will provide proofs to the requestor for approval prior to ordering.
 - a. Once the proof is approved, the information will be sent to Backwoods with the Purchase Order for printing.
 - b. Marketing will notify you when the items are ready to be picked up.

Cost

- **Business Cards – The cost for 250 Business Cards will be \$40.50.**
- **Name Tags- The cost for a 1x3 Name Tag with magnetic backing is \$31.70.**
- **Name Plate- The cost for a 2x10 name plate is \$25.00.**