



STLCC

Business Card and Name Badge Ordering Guide

NOVEMBER 2023

BUSINESS CARDS

Section 1: Business Cards

STLCC Business Cards

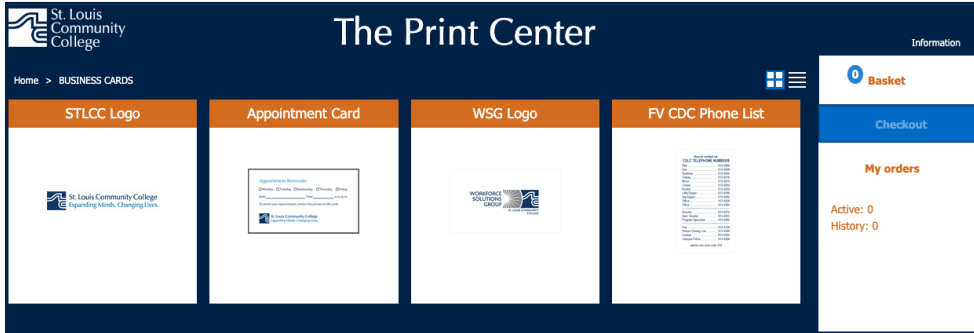
The STLCC employee business cards can be ordered directly from the SumnerOne/STLCC Print Center via the following portal landing page: printcenter.stlcc.edu

The SumnerOne/STLCC Print Center link is also located on the faculty and staff webpage: stlcc.edu/portal-pages/faculty-and-staff



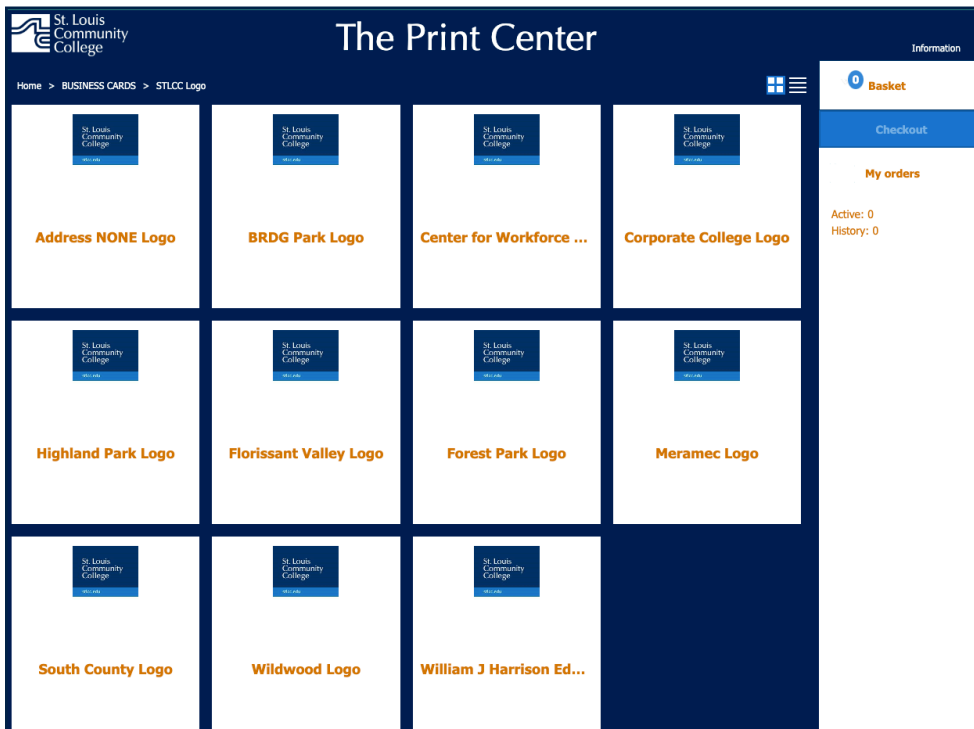
[SumnerOne/STLCC Print Center Portal Landing Page](http://printcenter.stlcc.edu)

Click the “**BUSINESS CARDS**” box.



Click the business card back of your choice.

Note: Most employees should use the STLCC Logo business card back.



Click the location of your choice.

The screenshot shows a form titled "Corporate College Logo" with a blue header. Below the header, there is a "Files" section with a text input field containing "STLCC Corporate College Business cards VDP6-1-22.pdf". The "Data source" section contains several input fields: "NAME & CREDENTIALS (all CAPS)" with "CHRIS JONES, MA", "Pronouns & Extra Credentials" with "they/them/theirs", "Job Title" with "Associate Professor", "Department Name" with "Mathematics", "Phone (10 digits & use dashes)" with "314-539-5555", "Fax (Add F then 10 digits & use dashes)" which is empty, and "Email (lower case @stlcc.edu is already added)" with "cjones9876".

Enter the information for the business card.

Line 1 | Name & Credentials: Ensure your name and credentials are in all caps.

Line 2 | Pronouns & Extra Credentials: This line is for any extra credentials that you may want to add. In addition, an employee can choose to add their pronouns. Proper pronoun examples include:

she/her/hers | he/him/his
 they/them/their
 she/they | he/they

Line 3 | Job Title: Add your job title as assigned by STLCC

Line 4 | Department Name: Add your department name as assigned by STLCC

Line 5 | Phone: Add your 10-digit phone number, using dashes, no parentheses or periods.

Line 6 | Fax: If you'd like to add your fax number, please add F and then the 10-digit fax number, using dashes, no parentheses or periods.

Line 7 | Email: Add the beginning of your email address in lower case. The @stlcc.edu will automatically be added.

Once all of the information has been entered and proofed, click **Generate preview**.



PRO TIP! Once the preview is generated, you will see a disc button. Click the disc button and locate the file in your downloads. Proof your business card for errors. If there are changes, simply start a new order. There is no need to check the “Request proof PDF” box. A copy will be sent to you automatically.

Choose the quantity of business cards box to the right of the business card preview. Once you have chosen a quantity scroll to the bottom of the page and click **Add**.

The business card order has now been added to your Basket. Click **Checkout** to proceed.

On the Checkout page, please enter your Order name, Order remarks (if you have any notes, feel free to add to this box), Delivery date, Delivery method, Campus, Building, Department, Office or Suite #, Fund, Org, and Program Code.

Click **Submit**.

Once you submit your business card order, the Print Center will email a copy of the card to the client and marketing and communications to proof. Both individuals will approve the business card prior to printing.

Once the card is approved, your business will take approximately 2-3 business days to arrive.

Questions? Contact the Print Center at stlccprintcenter@stlcc.edu.

NAME BADGES

Section 2: Name Badges

STLCC Name Badges

STLCC-branded name badges can be ordered directly through Arch Engraving. Simply send an email request to Ann Willis, sales representative, at ann@archengraving.com.

Your request needs to include:

- The name and contact information of the person requesting the order
- The employee's name and credentials, if applicable, title and campus location for each name badge. Ex: James T. Smith, PhD, Chief Bell Rocker, STLCC-Forest Park
- Address and location to ship the order
- Purchase order number

Name badges are \$10.70 each with a \$6 flat-rate shipping fee to one location.

Questions? Contact Ann Willis at ann@archengraving.com.