

Harvard University

BUSINESS CARD ORDER FORM

for Faculty, Staff, and Students

offered by:

Mail Communications Center
Harvard University
219 Western Avenue
Allston, MA 02134

tel: 617-495-2175 or 617-495-4490
fax: 617-495-5919 or 617-496-4300
www.uos.harvard.edu
bulkmail@harvard.edu

HOW TO FILL-OUT THE FORM

Acrobat Reader 8 or higher is required. It can be downloaded free from Adobe.com.

The selection of styles, shields, colors, paper and fonts offer great flexibility in selecting a business card. Business cards are 2 x 3.5 inches, so, plan carefully to avoid cramming, bumping, and excessive down-sizing of fonts.

Most schools have separate guidelines for the display of Trademarked shields and logos on student business cards in addition to *Harvard's Use of Name Policy*. Please review the section on 'Basic Guidelines'.

As an internal vendor and service provider for the University we adhere to all Trademark, University, School, Department and affiliate guidelines.

RETURNING THE FORM

The form has a 'Submit' button. Follow the on screen pop-up instructions. This form does not work with Google Chrome. Other browsers should be used.

Mac users should save the completed form and manually attach to an email.

If you need to save or print the form:

All Acrobat Reader save and print functions are available.

One step process. Most all authorizations and Trademark permissions can be obtained internally and online with your order.

The print process is mainly digital using 'Spot-On' color technology to duplicate individual shield specifications in one color (Black), two color (Crimson & Black), or full three, four and five color. Two color offset and raised ink are available as special order. Call with special design and layout requests.

Cards are printed on Natural White (cream) or Bright White, standard weight or extra heavy, card stock produced at mills recognized as industry leaders in environmental standards.

Proofs are sent via email for visual inspection and your OK to print.

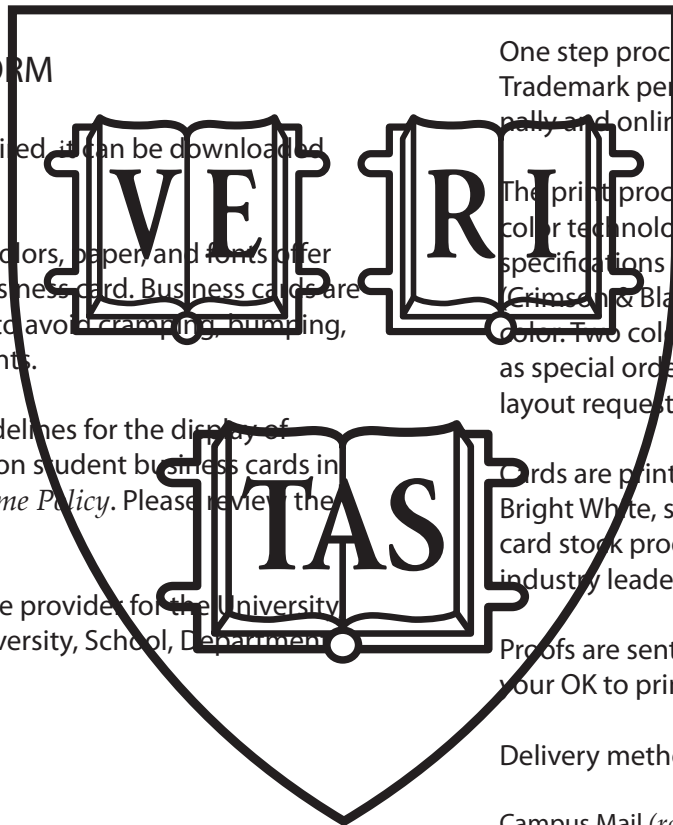
Delivery methods are:

Campus Mail (*requires prepay or billing code*)
Pickup and pay at one of our mailrooms

Off campus delivery requires prepayment:
US Post Office Priority Mail (2-3 day add \$6)
FedEx Overnight (add \$25)

Payment options are:

Cash
Check
33 Digit Billing Code



[To order form](#)

[View Styles](#)

[View Shields](#)

[Basic Guidelines](#)

01/01/12

Name to appear on card

Header 1

Header 2

Header 3

Title 1 *(see Guidelines for Students)*

Title 2 *(see Guidelines for Students)*

Title 3 *(see Guidelines for Students)*

Telephone

Cell

Fax

Email 1

Email 2

Building/Street1

Street2

City/State/Zip

Website

Shield *(see Guidelines for Students)* Choose.....

Style Choose.....

Font Choose.....

Paper Choose.....

Corner Style Choose.....

Quantity Choose.....

Delivery Method Choose.....

Payment Options Choose.....

Amount

\$0.00

Comments & Requests

Empty text area for comments and requests.

[View Styles](#)

[View Shields](#)

[Basic Guidelines](#)

[Submit By Email](#)

Style 1 Serif



HARVARD UNIVERSITY
Office of Human Resources

Jane Sample Harvard
Title

Tel: 617-495-1234
Fax: 617-495-2345
Cell: 617-495-3456
Email: jane_harvard@harvard.edu

Holyoke Center, Rm XXX
1350 Massachusetts Avenue
Cambridge, MA 02138

Style 1 Sans Serif



HARVARD SCHOOL OF PUBLIC HEALTH
Department of Environmental Health

John Sample Harvard
Doctor of Science Candidate
Title 2(Optional)

Tel: 617-495-1234
Cell: 617-495-3456
Email: jsharvard@hsph.harvard.edu

677 Huntington Ave
Boston, MA 02115

Style 2



HARVARD UNIVERSITY
Harvard Divinity School

JOHN S. HARVARD
TH.D. CANDIDATE

Divinity Hall
45 Francis Avenue
Cambridge, MA 02138
Telephone 617-495-4567
Fax 617-495-5678
Email js_harvard@hds.harvard.edu
Cell 617-495-7890

Style 3

HARVARD LAW SCHOOL



Jane S. Harvard
Title

Tel: 617-495-5555
Fax: 617-495-5551

Hauser Hall
1575 Massachusetts Avenue
Cambridge, MA 02138

jane_harvard@law.harvard.edu

Style 4



Harvard University
Extension School

John A. Student
Master of Liberal Arts (ALM) Candidate
Information Technology
Software Engineering

Telephone
Cell or Email1
Email2

Street
City State Zip
Website

Style 5



HARVARD UNIVERSITY
Graduate School of Arts & Sciences

JOHN H. VISITOR
Visiting Scholar, 2011
Celtic Languages & Literatures

Telephone

Email

Style D1



HARVARD MEDICAL SCHOOL
Children's Hospital



Jane Sample Harvard
Title

Tel: 617-495-1234
Fax: 617-495-2345
Cell: 617-495-3456
Email: jane_harvard@harvard.edu

Holyoke Center, Rm XXX
1350 Massachusetts Avenue
Cambridge, MA 02138

Style D2



HARVARD UNIVERSITY
YENCHING INSTITUTE

JOHN S. HARVARD
TITLE

Building
Street
Cambridge, MA 02138
Telephone
Fax
Email
Cell



*Styles 1 - 5 are representative of choices only and not limited to the schools as displayed .
Styles D1 & D2 require additional permissions.*

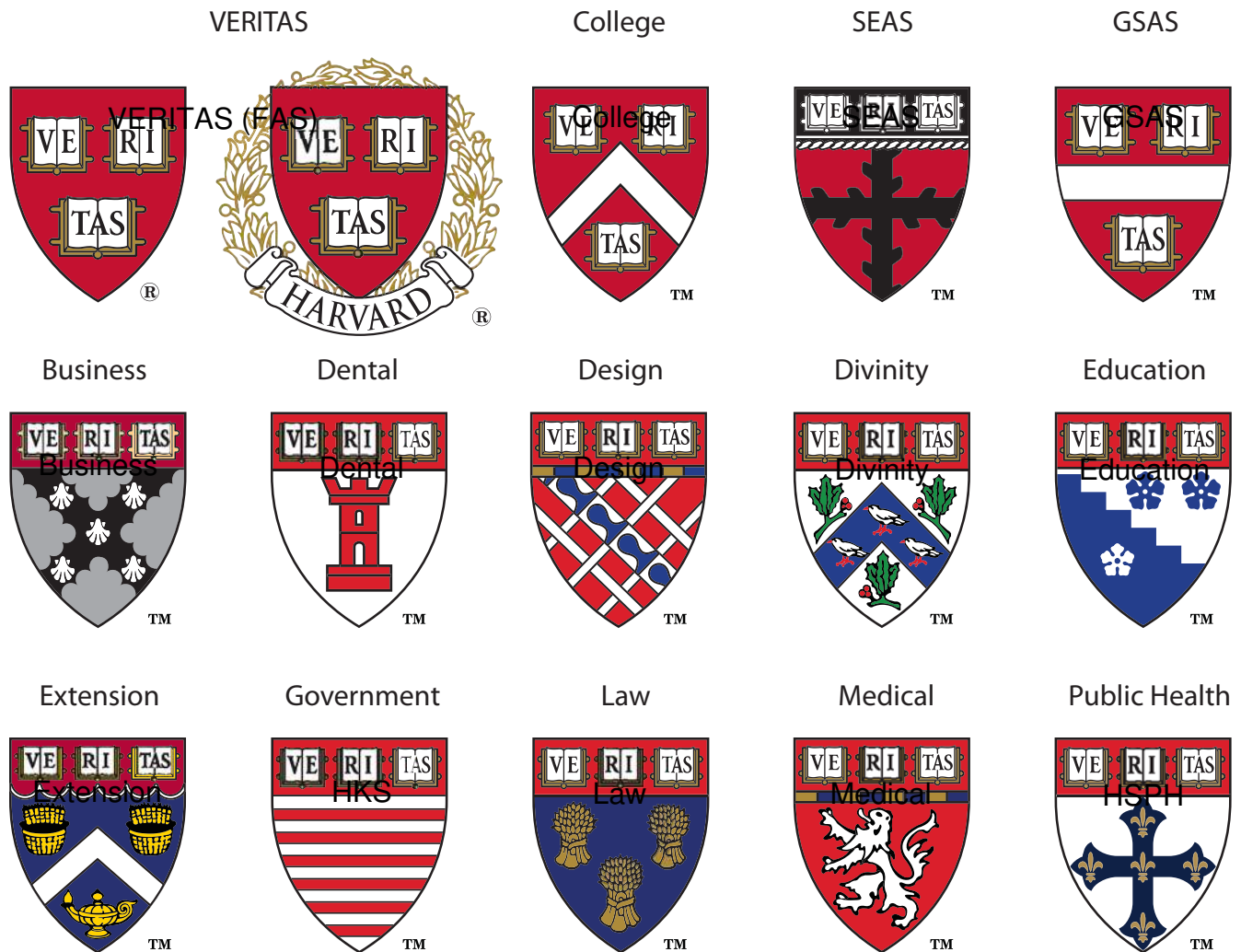
[Order Form](#)

[View Shields](#)

[Basic Guidelines](#)

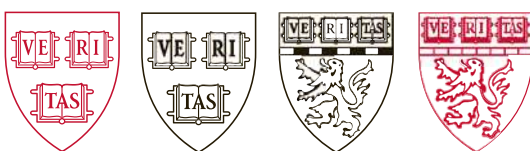
Shields are available in one color skeletons (Black or Crimson), two color (Black & Crimson), or full 3, 4 and 5 color.

House shields, KSG Globe, GSD Floating H, hospital and other shields are available on request.



Examples of skeleton shields

New Branding for Med School



[Order Form](#)

[View Styles](#)

[Basic Guidelines](#)

Because they bear the University's name and trademarks, business cards, like other official print and electronic materials of Harvard, must comply with the University's policy on *The Use of Harvard Names and Insignias*, which stipulates that affiliates of the Harvard community have a responsibility to ensure that any implied association with the University is an accurate representation of their relationships with the institution. As a result, all authorized business cards must bear the following information:

1. The affiliate's official appointment title
2. The name of the school or unit with which the affiliate is associated
3. The duration of any term appointment, *if applicable*

Also, individual Schools and Units of the University may have criteria concerning what information is allowed to appear on business cards for their affiliates.

Students :

- Valid HUID (Enter in Comments section as HUID#xxxxxxx)
- Display the currently enrolled degree program as a candidate (usually Title 1 on the order form).
 - Ex: Master of Liberal Arts (ALM) Candidate
 - Ex: Ph.D. Candidate, 2010
 - Ex: Candidate for the A.B. Degree
Class of 2010
- Most schools require students to include:
 - Title 2 = Field/Major
 - Title 3 = Concentration (if none declared, leave blank or enter n/a)
- Display the name and shield of the school with which the student is affiliated

SPECIAL CLASSES OF AFFILIATES: FELLOWS, LECTURERS, VISITING SCHOLARS, ETC.

- The business card must list the individual's appointment title and the duration of the appointment
- The inclusion of additional information, such as academic or professional designations (Ph.D., M.D., M.A., M.S., etc.) may only be included if the directory is updated accordingly or with written authorization from the appropriate administrator in the affiliate's school. Special request forms can be provided.

Please understand, Trademark guidelines do not grant permission for alumni to carry business cards displaying Harvard shields and logos unless there is a continuing or direct affiliation with the University.

Our mailing address is:

Mail Communications Center
Harvard University

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Authorizations and permissions obtained internally