CSU Business Card Request Form

Creative & Print Services

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Title/Position (optional)															_	_	_	_											
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Fax Number (optional)																													
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Business Card Information

The Chicago State University business card template (pictured) is standard for all university faculty and staff. Additional graphical elements cannot be added without prior approval from the Director of Marketing Communications. Font type, size, number of lines, alignment and spacing are non-variable and will not be modified under any circumstances.

PLEASE PRINT LEGIBLY to ensure accuracy, and be sure to include all information when submitting this form (i.e., title, suffix, degree, punctuation, etc).

Proofs will be sent to client via email. In the event of a returned email, the proof will be sent via fax. Any changes once proof has been prepared will extend the timeline of your job request. Please note your order will not be fulfilled without a job request form on file.



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