New Business Card Request System
Programmed Layout

- Just type in information and the layout will adjust.
- Your order is then placed and reviewed.
Benefits

- Get your card quicker.
- Cost savings in printing.
- Adjuncts who we might not normally cover can get cards and pay for them by using a personal credit card.
Unique Cards

- There are some cards that deviate from the norm, and the printer will need to do these manually.
Who do we include in our budget for business cards?

- Generally full-time faculty and ACLs, with exceptions for those who have contact with vendors, students and the public.
Go to tunxis.edu/cards.

Enter your contact information.

Click Save.
Click on the Business Cards icon.

Click to choose a template either Tunxis-Farmington or Tunxis-Bristol.
Click Create New.
Enter your name and credentials, such as doctorate or other professional designations.

You may enter multiple lines for your title.

Use the additional line for Department/Club for your department or student club advisors who want to list their affiliation.
Enter up to three phone numbers and a fax number. Mainly for those who have an additional general office line.

The layout will adjust. If there is no fax number, the entire contact block will move down.

Only use Tunxis office phone numbers cards. (Cabinet-level decision.)
Remember to click Save.
When you view the proof, you have a chance to edit. Click Edit right below the proof.

When you are ready to submit, select a quantity and click “Add to Order.”
What Happens Next

- Melissa Lamar is notified a file is ready for review.
- If the card is standard (most cards are), it is approved.
- Non-standard cards (your parenthetical title varies from your appointed, for ex.) may take time, which may affect turnaround.

To expedite non-standard cards, get approval from your supervisor and dean, and make sure Melissa gets a copy of the dean’s approval. Many credentials such as new degrees need to be on file with Human Resources.
Other Details

- Once entered, your information is saved for reorders.
- Cards generally take about 5-7 business days to be printed and delivered.
- M&PR pays for approved cards.