

How to Order Business Cards

Please use these instructions for ordering business cards for you or your unit.

SAMPLE:



Front

Back

To order business cards, simply send an email to Columbia Print at printing@columbia.edu with the following information. Columbia Print will send back a mock-up for approval.

1. Contact person (The person ordering the cards.)

- Name
- Email
- Phone

2. Information for the card itself.

- *Logo*: Climate School logos can be found here: <http://resources.ei.columbia.edu/centers/>
- *Name*
- *Title*
- *Email*
- *Phone*
- *Cell* (optional)
- *Fax* (optional)
- *Business address*
- *Website*: Climate.columbia.edu always appears on the reverse (see above sample) but you may include your center/lab/program website on the front.
- *QR code*: If you would like a QR code that links to your Climate School directory profile printed on your business card, please first reach out to Arif Noori at an2205@columbia.edu to generate one.*

3. Delivery address

4. Chart string for billing

*QR Codes are only available to link to the Climate School directory.