How to Order Business Cards

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

SAMPLE:

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/](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.