

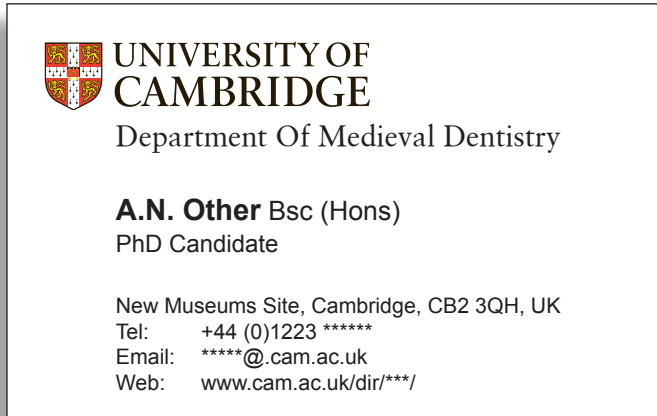
University Business Cards

Business Cards from the UIS Printroom are in University House Style only and are a standard size of 87 x 55 mm on 300gsm card using the Arial & Sabon font (Department name only).

The service takes a few days (depending on production schedules, staff/machine availability etc). Cards cost £10 for the first 100 cards and £5 for each additional 100 cards. VAT will be charged at the applicable rate on requests not covered by a departmental purchase order (made out to 'Information Services'). When considering the information to be put on your card, please consider the size of the card (see below).

This Service is only available to University Staff and Research Students.

Below left is the size of the card. Below right is the area which the text needs to fit into (approx. 61 x 37mm).



Please fill in your details in Title Case. Items in brackets are optional (please remember the space constraints when deciding what information is required). Please remember to indicate the number of cards required (below).

(Title): _____

Name: _____

(Degrees, honours, qualifications etc.): _____

Position: _____

University Department: _____

Address: _____

Tel: _____

Email: _____

(Web): _____

(Twitter): _____

Number/Packaging required: 100 200 300 Plastic box (Hard) Cardboard box (Soft)

Once you have filled in your details, save the file as a new pdf with your name in the title.
Email the new PDF to printroom@uis.cam.ac.uk