

1

Billing information

Today's Date _____

Delivery Date _____

Standard turnaround time for business cards is 2-3 business days from the day that the proof is approved.

You should expect to receive a proof from Creative Communications within 24 hours (M-F) of your submission.

Contact Name _____

Department _____

Account/Billing Number _____


email _____

Phone Number _____

Quantity 100 250 500 1000

Delivery Location _____

John Doe MD, PhD
Title 1
Title 2



WAKE FOREST
UNIVERSITY

SCHOOL of MEDICINE

Department Name
Medical Center Boulevard | Winston-Salem, NC 27157
p 000.000.0000 | f 000.000.0000
jdoe@wfubmc.edu

Sample Business card

2

Choose your logo



WAKE FOREST
UNIVERSITY



WAKE FOREST
UNIVERSITY
SCHOOL of MEDICINE



WAKE FOREST
UNIVERSITY
GRADUATE SCHOOL of
ARTS & SCIENCES



WAKE FOREST
UNIVERSITY
SCHOOLS of BUSINESS



WAKE FOREST
UNIVERSITY
SCHOOL of DIVINITY



WAKE FOREST
UNIVERSITY
SCHOOL of LAW

3

Type your business card information Only fill out the lines needed.

Name with credentials _____

Title _____

Title (line 2) _____

Department _____

Section _____

Address _____

Address (cont.) _____

Phone Number _____

Fax Number _____

Cell or Pager Number _____

email _____

Website _____

Special Instructions _____

4

From the FILE menu choose "SAVE AS" and name this PDF form with the contact person's name. i.e. "john smith.pdf"

5

Click to send as an email attachment to **Creative Communications**

A PDF proof will be sent to the contact person and must be approved before the stationery pieces will be printed.