



Business Card Request

Business cards serve to introduce both the individual and the College, and Delhi's cards have been designed with that in mind. They have a distinctive look that is consistent with the College's overall visual identity program. They also follow a standardized format.

To request business cards, please provide us with the following information. The request should be preapproved by your supervisor and then emailed to Tracy Hoepfner at hoepfnt1@delhi.edu or sent to the Office of College Advancement, 143 Bush Hall, to begin the production process. All business cards will be delivered to the office specified on the business card unless otherwise directed by you or your supervisor.

Date Submitted: _____ Date Needed: _____

Account No: _____ Quantity Needed: 250 500

Name: _____

Title (Professor, Instructor, Staff Assistant, etc.): _____

Program or Division: _____

SUNY Delhi Office Address: _____

Delhi, New York 13753

Office Phone: _____

~~Cell~~ Phone: _____

E-mail Address: _____@delhi.edu

Web Address: _____delhi.edu

FOR YOUR INFORMATION

1. Be sure to use your given name, not a nickname.
2. Prefix titles (Mr., Ms., Dr., Prof.) are not used. Suffix titles are generally not used, but may be appropriate in some instances (DVM, RN, LAHT).