


Business Cards

 <p>UNIVERSITY OF SAN FRANCISCO</p> <p>CHANGE THE WORLD FROM HERE</p>	Name	
	Title	
	Additional line for Title or Division	
	Division / Department	
	Telephone	2130 Fulton Street San Francisco, CA 94117-1080
		415.422.
		@usfca.edu

THIS IS NOT THE PROOF.

A proof for review and approval will be emailed to the email address specified below

Email for Proof

Quantity:	Price	Cost Center to Charge:			
		FUND	ORG	ACCT	PRGM
<input type="checkbox"/> 1 box of 250	\$36.50			712320	
<input type="checkbox"/> 1 box of 500	\$46.50				

Business Card – Front Side:

The left side contains the Full Name Logo with tagline in three colors. The University logo is the only logo allowed to appear on university business cards. No variations are allowed.

Business Card, Front Side Upper Right:

This area may contain up to 3 lines of text:

Line 1: Person's name in bold. Line 2: Title. Line 3: If applicable, overflow for long title or additional title.

Business Card, Front Side Lower Right:

This area may contain up to 8 lines of text.

Line 1: Department Name. Line 2: Building Name and Location. Line 3: Street address

Line 4: City, state, zip. Lines 5 thru 8: Contact information as needed, may include office phone, mobile phone, fax, email, social media addresses, or pronouns.

Business Card - Back Side:

The business card back prints yellow with the university's tagline reversed out white. The only exception to this format is when a secondary foreign language (such as Mandarin) is required. Contact Purchasing & Ancillary Services at purchasing@usfca.edu for more information on placing business card orders with foreign language translation back prints.

Information provided will be formatted according to standards.



For more information visit www.usfca.edu/purchasing/Business_cards