

CAMPAIGN BUSINESS CARDS AND STATIONERY ORDERING GUIDELINES and FREQUENTLY ASKED QUESTIONS

1. Who may order Campaign business cards and related materials?

The “new” business cards are to be used only by those interfacing with potential donors. The stationery materials have been developed to support fundraising initiatives only—and are not for university-wide distribution.

2. If I am not a Foundation employee (directly related to fundraising), Development Officer, or Chief Advancement Officer, may I order new business cards?

If you do not have face-to-face contact with donors, you should not purchase “new” campaign business cards.

3. Do I need to start using the “new” business cards right away?

No. **Please use existing stock of stationery and business cards first** and switch to the campaign-branded stationery with your next re-order.

4. How do I order campaign business cards?

Please contact [Connie Krestakos](#) or [Bob Humphrey](#) at UniPrint directly. To expedite ordering, [please use this quote to order the STANDARD business card](#) and [use this quote to order the OPTIONAL card with blank back.](#)

As a reminder, you will need an eRequest in order for UniPrint to process your order. If you have any issues when ordering, please contact [Carol Chappell](#).

- View the [business card proof](#) to help you with ordering.

5. What is the difference between the STANDARD and OPTIONAL business cards?

The STANDARD business cards have a red back and a white *But for Ohio State* wordmark. The OPTIONAL business cards are blank on the back. We prefer that you purchase the standard cards; however, the optional cards are provided for those who require space to write notes on the back of cards.

6. May I customize the business card?

No. Business cards and related materials should be used exactly as designed to ensure a consistent presentation of the campaign. The campaign identity system has been created in a way that department/unit names may be identified in text.

7. When will the additional stationery components be available?

Related stationery materials such as letterhead, are available now at UniPrint. Please contact them directly to place orders. Materials will be available online by November 10. Please use electronic templates wherever possible (*available by November 5 through DevNet*).

8. What if I'm having trouble accessing DevNet?

To request access to the Campaign Identity area on DevNet, [please fill out this form to request access.](#) Please click the Campaign Identity option.