

<b>SOP -I-0005</b>	<b>Procedures to Create NC State DELTA Business Cards</b>	
<b>SOP Type:</b>	<input checked="" type="checkbox"/> <b>Internal SOP - DELTA-level that does not directly affect entities outside of DELTA</b> <input type="checkbox"/> <b>External SOP - DELTA-level that affects these entities:</b> <input type="checkbox"/> <b>Unit SOP - DELTA individual unit(s) affected:</b>	
<b>Contact:</b>	<b>DELTA Business Office</b>	
<b>Effective Date:</b>	<b>December 17, 2007</b>	<b>Last revision date: June 15, 2017</b>

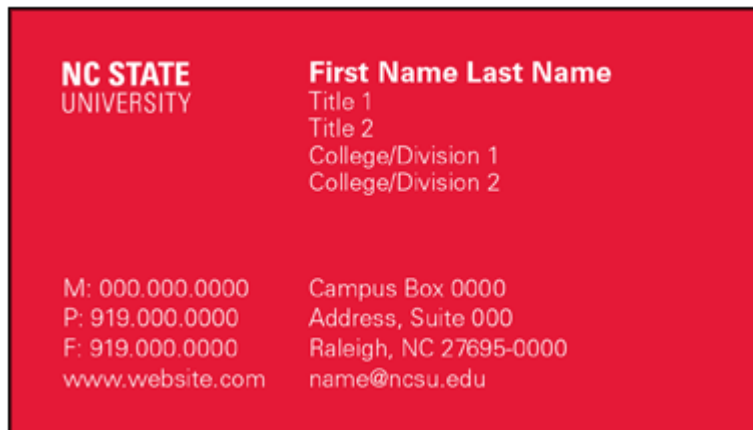
**1. Introduction**

The DELTA SOP to create business cards establishes procedures to be followed when generating new business cards for new employees, revising cards to reflect new titles, or making new cards when a person is out of cards.

**2. New business card standards**

Business cards must adhere to the NC State brand style guide requirements found at <https://brand.ncsu.edu/downloads/> or fit to the Approved Staples or Office Depot templates available on NC State Marketplace. Business cards are also available at Wolf Express.

Guidelines are as follows (see sample):



- a. Required: The individual’s name should appear in bold on the first line.
- b. Required: The individual’s working or official title should appear on the second line. Working title is recommended.
- c. Optional: The individual’s team name or second title can appear on the third line.
- d. Required: “Distance Education and Learning Technology Applications (DELTA)” must be listed on the second line.
- e. Required: Address, to include Campus Box and location. For example, 1010 Main Campus Dr., Suite 220, CB 7113; 1017 Main Campus Dr.; Ricks Hall, Room 150, CB 7502
- f. Required: Raleigh, NC 276XX
- g. Required: Individual’s email address
- h. Required: Individual’s work phone number, starting with 919
- i. Required: delta.ncsu.edu
- j. Optional: Individual’s fax number
- k. Optional: Individual’s other number
- l. Optional: Additional professional communication channels

*Additional guidelines for purchasing from an outside vendor approved by the Project ID owner are as follows:*

- a. Required: Cutting, edging or modifying the size or shape of the business card is not permitted.
- b. Required: Colors must adhere to NCSU standards, and business card text is set in 8/11 Univers condensed light.

### **3. Procedures**

- a. If you would like to purchase new business cards, you must have approval from your supervisor for this purchase.
- b. Send the above required fields to the individual designated by the AVP for your department<sup>1</sup>. The designated individual will work with you to ensure you get to see a proof of your business card prior to the final printing.
- c. The designated individual will follow existing purchasing guidelines in providing the necessary receipt/paperwork to the business office.

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<sup>1</sup> **DELTA departments** – Online and Distance Education, Finance & Business, Academic Technology Innovation, Marketing & Partnership Development