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 NCSU brand style guide requirements found at [http://www.ncsu.edu/graphicID/manual98/manual2.pdf](http://www.ncsu.edu/graphicID/manual98/manual2.pdf) or fit to the Approved Staples template available on NCSU Marketplace.

Guidelines are as follows (see sample):

i. Required: The individual’s name should appear in bold on the first line.

ii. Required: The individual’s working or official title should appear on the second line. Working title is recommended.

iii. Optional: The individual’s team name or second title can appear on the third line.

iv. Required: “Distance Education & Learning” should appear on the first line in bold under the NCSU logo. “Technology Applications (DELTA)” must be listed in bold on second line under the NCSU logo.

v. Optional: The department and/or unit the individual works in should be listed next, as approved by the supervisor.

vi. Required: Address, to include Campus Box and location, can be limited to one line. For example, 920 Main Campus Dr., Venture II, Suite 500, CB 7113; D.H. Hill Library, Room 2133, CB 7111; 1017 Main Campus Dr., Partners I, Suite 2450, CB 7113; Ricks Hall, Room 150, CB 7502

vii. Required: Raleigh, NC 276XX

viii. Required: Individual’s email address

ix. Required: Individual’s work phone number, starting with 919

x. Required: delta.ncsu.edu

xi. Optional: Individual’s fax number

xii. Optional: Individual’s other number

xiii. Optional: The department URL may be listed after the individual’s email address

xiv. Optional: Additional professional communication channels

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

xv. Required: Cutting, edging or modifying the size or shape of the business card is not permitted.

xvi. Required: Colors must adhere to NCSU standards, and business card text is set in 8/11 Univers condensed light.
3. **Procedures**

1. If you would like to purchase new business cards, you must have approval from your supervisor for this purchase.

2. Fill out the business card template found at: [http://delta.ncsu.edu/assets/BusinessCardTemplate-sample.xls](http://delta.ncsu.edu/assets/BusinessCardTemplate-sample.xls). Send to the individual designated by the AVP for your department\(^1\). The designated individual will work with you to ensure you get to see a proof of your business card prior to the final printing.

3. The designated individual will follow existing purchasing guidelines in providing the necessary receipt/paperwork to the business office.

4. **Example**

   ![Example Business Card]

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\(^1\) **DELTA departments** – Distance and Distributed Education, Finance & Business, Instructional Technology Support and Development Services, Marketing & Partnership Development
Joe Smith
Broadcast & Emerging Media Specialist
Video Communication Services

NC STATE UNIVERSITY
Distance Education & Learning
Technology Applications (DELT"
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