How to order DGH business cards for DGH graduate program students

- Click on https://filesubmit.creatcom.washington.edu/
- Sign in with your UW NetID
- Click the box next to Copy/print
- Fill in your Personal Information
  - **Name**: insert your name, followed by your program, eg, MPHc, Global Health PhDc, Pathobiology PhDc
  - **Department**: insert Department of Global Health, and your personal address if you want one, eg: Department of Global Health, 6236 36th Ave NE, Seattle, WA 98105
  - **Box Number**: insert 000
  - **Email**: insert your email
  - **Phone number**: insert your phone number
  - **Project name**: insert ‘student business cards’
  - **Project description**: if you would like your personal or DGH’s social media handles on your business card, type the info here, eg: Please add social media info on the map side of the card:
    - Facebook: @uwdgh
    - Twitter: @uwdgh
    - Instagram: @globalhealthuw

- **Your account manager**: select Andrea Stevens
- **Payment Method**: select Cash/credit card at pickup (must select either CMU or NW079 copy center locations)
- **Copying/Printing**:
  - **Due date**: insert your due date
  - **Quantity**: insert the number of cards you would like. The minimum order of business cards is one box, which is 250 cards. Each box is $46.
  - **Special instructions**: Insert the following text: please use the business cards design in this link: https://globalhealth.washington.edu/communications; NOTE: there should be NO BOX NUMBER on the card
  - **It is OK to leave all other fields blank**
- **Delivery options**: choose which location you’d like to pick up. For more info on locations, see: https://finance.uw.edu/c2/printing-copying/hours-locations

If you have any questions regarding business cards, email Andrea Stevens, Account Manager, UW Creative Communications, andrea3s@uw.edu