



## How to order DGH business cards for DGH graduate program students

- Click on <https://filessubmit.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](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](mailto:andrea3s@uw.edu)**