

|| BUSINESS CARDS AND NAME PLATES

<https://docushare.everett.k12.wa.us/docushare/dsweb/View/Collection-18970>

1. Business Cards

Current prices as of 7/1/22: 250 cards - \$25 plus tax; 500 cards - \$40 plus tax

- Open the MASTER – Business Card Order PDF Template w Trademark pdf.
- Either click the download button in the upper right-hand corner or print and save as a pdf. Store it on your desktop or somewhere easily accessible.
- Click “Tools” and “Edit PDF.” Edit only the following fields:
 - First Lastname
 - Title
 - Department
 - Address (if your location is not at the CRC)
 - Phone extension
 - Fax if applicable
 - Email

Do this in all those fields throughout the template.

- Click “Close” in the upper right-hand corner.
- Save (note: you may want to change the name of the pdf to include the name of the person)
- Email the pdf to Evergreen Printing (evergreeneverett@aol.com). Include the quantity (250 or 500) and who it should be invoiced to. They will be delivered to the CRC. The person who is on the invoice is responsible for calling and paying the balance over the telephone with their p-card. 425-338-2900. Orders are fulfilled usually within 1-2 business days.

2. Name Plates

- Open the Employee Name Plate TEMPLATE pdf.
- Enter the employee’s first and last name, title, and department.
- Either click the download button in the upper right-hand corner or print and save as a pdf. Include the employee’s name when you save it. Store it on your desktop or somewhere easily accessible.
- You can either print it to your own copier/printer or you can email it to Bill’s Blueprint (services@billsblue.com) requesting they print it or print and laminate it. They will call or email when the order is ready for pick up. They are on Rockefeller just north of the county courthouse. Pay with your p-card.