

# **|| BUSINESS CARDS AND NAME PLATES**

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## **1. Business Cards**

*Current prices as of 8/28/23: 250 cards - \$25 plus tax; 500 cards - \$40 plus tax*

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

Do this in all fields throughout the template. Make sure to edit the upside down fields. There are 20 places to update for the full sheet.

- Click the “X” at the top right in the Tools area/Edit column to end editing, then Close and Save your template.
  - Note: you may want to change the name of the pdf when you save it to include the name of the person the cards are for
- Email the pdf to Evergreen Printing ([evergreeneverett@aol.com](mailto:evergreeneverett@aol.com)). Include the quantity (250 or 500) and who it should be invoiced to. The cards will be delivered to the CRC or your school/district location. The preferred method of payment is to call and pay the balance over the telephone with your p-card. Call Mike at 425-948-7700 to make payment. Orders are typically fulfilled 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 in color or you can email it to Bill’s Blueprint ([services@billsblue.com](mailto: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.