Business Card Request
Process & Policy

MICA is now able to allow departments to order business cards year-round, rather than waiting for three scheduled bulk card runs during the year. You may order business cards at any time, but please make your request early enough to allow time for processing and delivery. Routine printing of cards will occur once at least 6 requests have been received, so there may be a bit of lag time between your request and printing. If you need fast turnaround on a business card, you may request rush processing for an additional charge.

Who will pay for business cards? The cost of each set of business cards will be charged to administrative departmental budgets; faculty business cards will be charged to a central budget managed by the Office of the Dean of Undergraduate Studies & Faculty. Administrative offices must provide a departmental budget code when completing the Business Card Request Form and submitting it to Human Resources.

How much will cards cost & how long will it take to get them? Current charges:

- Routine processing (2–3 weeks): will average $100 per set of 500 cards, includes shipping (may be lower if a larger number of cards is printed in a single run)
- Rush processing (7-10 days): $200 per set of 500 cards, includes shipping

How do I request a business card?

- Supervisor or department/division head submits each request to Human Resources using the Business Card Request Form providing all information to be printed on the card—the form may be found on the Human Resources Website under Other Forms.
- Each request must be accompanied by the departmental billing code. The departmental budget will be billed the current charge (see above) for each set of 500 cards. Administrative departments must provide their department code. Faculty do not need to provide a billing code, this code will be provided by the Office of the Dean of Undergraduate Studies & Faculty when approving the request.
- Human Resources will review each staff business card request, fact-check title and department information, and confirm adherence to business card content requirements outlined below—if changes are required to the information submitted by the department, the supervisor will be informed of the change; the Office of the Dean of Undergraduate Studies & Faculty will review and approve business card requests for faculty.
- Each employee’s supervisor whose card request is approved will receive a proof of his/her card from Human Resources as a PDF in his/her MICA e-mail inbox, and will be responsible for checking the proof for accuracy and correctness and signing off on the approved proof within 24 hours of receipt of the proof—failure to provide timely proof approval may result in the employee having to wait until the next print run for his/her cards.
- The printer will deliver cards within 7–10 days of proof approval for routine print runs; cards requiring design services from the Office of Communications may take longer to process (for example, cards requiring special formats or multiple languages).
- All cards will be delivered by the printer to Postal & Print Services, and will be delivered to individual departments via campus mail; if you would like to pick up your cards as soon as they arrive from the printer, you must contact Postal & Print Services in advance to arrange for cards to be held for pick-up at Postal & Print Services.

Content & formatting guidelines for MICA business cards—see the MICA Graphic Standards Guide www.mica.edu/logo for examples of business cards and for more detailed guidelines on content and design of cards:

- Only the MICA office address and telephone contact information are permitted on MICA business cards—employees may not substitute for the campus address a home or summer home address or personal telephone/contact information.
- Employees who regularly work from an office/location away from MICA’s main campus may substitute the main campus mailing address with that of the correct work location; if the main campus address is also desired (as the mailing address, for example), it will be printed on the back of the card, replacing the pattern that would normally appear on the card back.
- Two-language business cards for foreign travel will also utilize both sides of the card; requesting departments are responsible for providing an accurate translation of card text in the appropriate language.

Any special formatting for cards, or deviation from the content guidelines, must be approved by the Office of Communications.