

## Student Business Card Ordering Information

Office of the Associate Dean for Student Affairs • 82 Washington Square East, 2<sup>nd</sup> Floor, NY, NY 10003 (212) 998-5065

### FOR UNDERGRADUATE AND GRADUATE STUDENTS ENROLLED IN THE STEINHARDT SCHOOL OF CULTURE, EDUCATION, AND HUMAN DEVELOPMENT

Undergraduate and graduate students enrolled in the Steinhardt School of Culture, Education, and Human Development may order business cards printed with the School logo. You may find these cards useful to distribute as you network among friends and colleagues, during a job search or informational interview.

#### TO OBTAIN BUSINESS CARDS:

1. Complete the form provided on the other side of this paper with the information you would like printed on your business card. You have several options from which to choose:
  - Name
  - Title: degree candidate
  - Major and expected year of graduation
  - Address(s): local and/ or permanent
  - Telephone
  - Fax
  - E-mail
2. Your card may only carry the official logo for the Steinhardt School of Culture, Education, and Human Development in solid black.
3. Take your completed form to Ms. Stephanie Delvalle at Unique Copy Center, 252 Greene Street, New York, NY 10003, 212 420-9198, fax 212-475-4102, M-F 8am – 10pm, Sat 10am – 7pm.
4. You will be required to show your valid NYU student ID card when placing your order.
5. Cost: \$28.50 for 250 cards or \$30.50 for 500 cards plus tax.

**Please note that any other use or alteration of the Steinhardt School of Culture, Education, and Human Development logo is illegal.**

Student Business Card Template

1 color

3.5" x 2"

**NYUSteinhardt**

Steinhardt School of Culture, Education, and Human Development

**Jane Doe** *Optional Title*

**DEPARTMENT OF TEACHING AND LEARNING**

**Class of 2010**

ABC Main Street

New York, New York 10003-6680

Tel. 212 555 5555 Fax 212 555 5555

jane.doe@nyu.edu

PLEASE TYPE OR PRINT LEGIBLY

Name \_\_\_\_\_

Title (optional) \_\_\_\_\_

Major and year of graduation (optional) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_