



## Procedures for Ordering Business Cards, Letterhead, and Printed Envelopes

**Note:** For all orders, it is recommended to contact the Publications Coordinator, Leslie Salinero, at [lsalin@dcc.edu](mailto:lsalin@dcc.edu) or (504) 671-5473 for the most current procedure for ordering business cards, letterhead, and 10x13" and 9x12" envelopes.

### **BUSINESS CARDS**

**IMPORTANT NOTE:** College policy allows cards to be printed only for full-time, permanent faculty and staff members. The College does not print cards for part-time employees, contract workers, temporary employees, adjuncts, or administrative assistants. For more information, please refer to the [Delgado Graphic Standards Guide](#), which is part of the College's [External Public Relations Policy](#).

The following information is needed when placing an order for cards: name, credentials, title, department, division, campus/location, address, building, room/office, phone, cell (optional), fax (optional), Delgado email address. Please also indicate desired quantity (250, 500, 750 or 1,000) and provide your LoLA number (Employee ID number found at the top of you pay stub) so that Human Resources may easily identify you and approve your card.

### **LETTERHEAD AND PRINTED ENVELOPES**

The Public Relations and Marketing Office handles orders for printed envelopes size 10x13" or 9x12" only. (Contact the Purchasing Office for orders for envelopes size 9x4" (#9 and #10). A state contract is in place for these envelopes.)

Provide return address information and desired quantity (250, 500, 750 or 1,000). Return address must include a division and/or department name and street address/city/state/zip. Other information that is optional to include is campus name, building number, room number, phone number, and fax number.

Note that letterhead is provided for a department/division office in general and is not customized and printed for an individual employee's exclusive use, as per state regulations.