ORDERING BUSINESS CARDS

NOTE: All orders and payments are the responsibility of the end-user/grantee
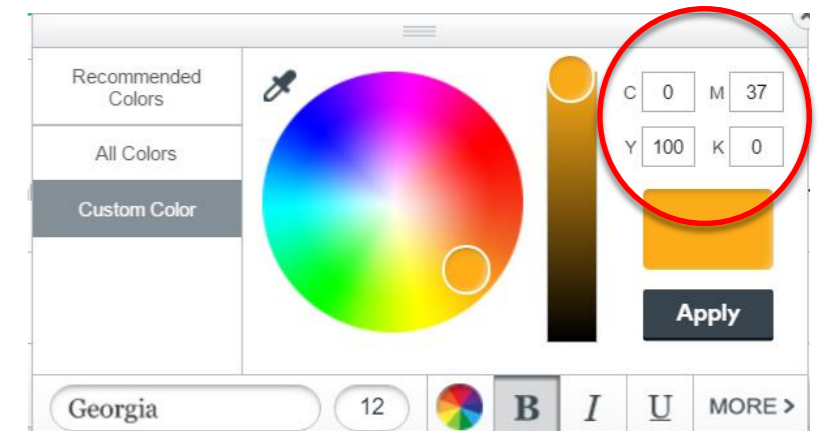
Step 1: Get DWM Logo
Download DWM LOGO jpeg to your computer and then right click over the image and select
http://doingwhatmatters.cccco.edu/portals/6/images/logos/DWM_Vertical_ENLARGED.jpg

Step 2: Create business card
- Go to www.vistaprint.com
- Create an account. In the upper right corner, select "Sign In / My Account"
- Select "Business Cards"
- Under "Standard" select "Get Started"
- Select middle option: "Start with your logo"
- Select "Horizontal"
- Select first design option with contact info on the left and logo on the right.
- Follow prompts as directed.
- The font for the top two lines is Georgia. The font for the rest is Verdana. Select font sizes as necessary for amount of text you require.
- The color for the top two lines is gold. Enter color values as follows: C: 0; M: 37; Y: 100; K: 0 (see right)
- When front side is complete, you may choose a back side (or not; it's your choice). Creating a back side is a more manual process, as text/logo areas aren't pre-designed. Click on the Text icon (see below right) to add text fields. Click on the Image field to insert your logo.
- Follow prompts to complete order.
  Note: All orders and payments are the responsibility of the end-user/grantee.

Sample business card front side. (Back side is optional.)
Can be used for all Key Talent and TAPs.