



UNIVERSITY OF  
BIRMINGHAM

# Business card ordering process

To order your University of Birmingham business cards, please follow these steps:

Please complete this business card briefing form, inputting all required information for us to process your order. <https://forms.office.com/e/7d6cXn1Xns>

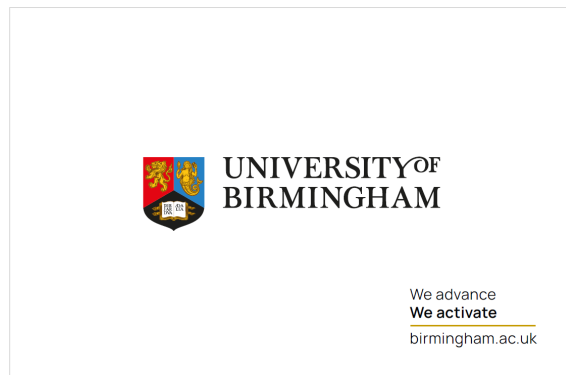
You will receive an estimate via email within 2 working days, for you to raise a PO against.

Once you have confirmed the PO number to the Account Manager assigned to your request, they will send you an artwork proof of what the business card will look like for you to approve.

**Please note:** There are restrictions on the elements that can be added, removed, or modified on the business card designs. E.g. No addresses or alternative logos can be added to the business card designs.

Our typical turnaround from artwork proof approval to delivery is 8 working days, delivery will be made to the location stated on the briefing form you originally submitted.

## Examples of main business card



## Example of dual language card

