

Blue Mountain Community College Name Tag & Business Card Order Form

(Email this form to Connie Fellows in HR at cfellows@bluecc.edu • Questions call 278-5837)

Please fill out electronically or print legibly

Date Ordered: _____

Name: _____

Job Title: _____

Phone: _____ Cell: _____ Fax: _____

E-mail Address: _____

Location Pendleton Hermiston Baker Boardman Milton-Freewater
 Other (please specify _____)

I would like to order:

240 – Business Cards (\$10.00 + \$12.50 set up fee per order)

600 – Business Cards (\$25.00 + \$12.50 set up fee per order)

BMCC Logo

or

BMCC Athletics Dept. Logo

Name Tag **

(Athletic Dept. logo

not available on name tag)

Magnetic with acrylic dome cover (\$14.50 + shipping)

Pin with acrylic dome cover (\$12.50 + shipping)

Business Card Account No. _____ - _____ - 6483 - N - _____

Nametag Account No. _____ - _____ - 6100 - N - _____

Supervisor Approval _____

(Complete account number and approval required before submitting for processing)

Special Instructions?

** The nametag has a powerful magnetic back, which will hold the nametag firmly through most types of clothing. (For individuals with a pacemaker, the magnet is not an option. Please order the pin-style nametag.)

FOR OFFICE USE ONLY:

Business Card Order Placed: _____ Date Received: _____

Name Tag Order Placed: _____ Date Received: _____



Business Card and Name Tag Order Process:

1. Complete “Name Tag & Business Card Order Form”
 - a. “BMCC Athletics Dept. Logo” is available only to Athletics Department coaches and staff who work solely within the BMCC Athletics Department.
 - b. BMCC coaches who work for BMCC in additional positions (ex: advising, instruction, etc.) should also have cards in the regular “BMCC Logo” style to support those business card recipients who are not associated with the athletic department.
2. Submit to BMCC Copy Center (electronic or hard copy)
 - a. If order form includes a name tag, submit form to BMCC Human Resources for prior approval.
3. BMCC Copy Center adds the order to the “jobs” que.
4. BMCC Copy Center prepares proof
5. BMCC Copy Center sends electronic proof to employee at email address on card
6. The proof document **will be printed by employee** and approved without edits or marked up with edits.
 - a. This hardcopy proof will also require a supervisor approval of the proof whether or not there are edits included to confirm that the information is approved. **Form attached.**
7. Employee either scans and emails or hand delivers approved proof with “Proof Approval Form” to BMCC Copy Center.
 - a. BMCC Copy Center makes edits and, again, returns proof for final approval to employee – Employee returns proof document with approval signature to BMCC Copy Center.
(OR)
 - b. BMCC Copy Center proceeds with printing
8. BMCC Copy Center notifies employee that the business cards are ready for pick-up. Employee can arrange delivery should they be stationed at a location off of the Pendleton campus.
9. BMCC Copy Center scans and saves Business Card and Name Tag Order Form, Proof, and Proof Approval Form in business card customer file on Graphics drive for reference in case of discrepancies.