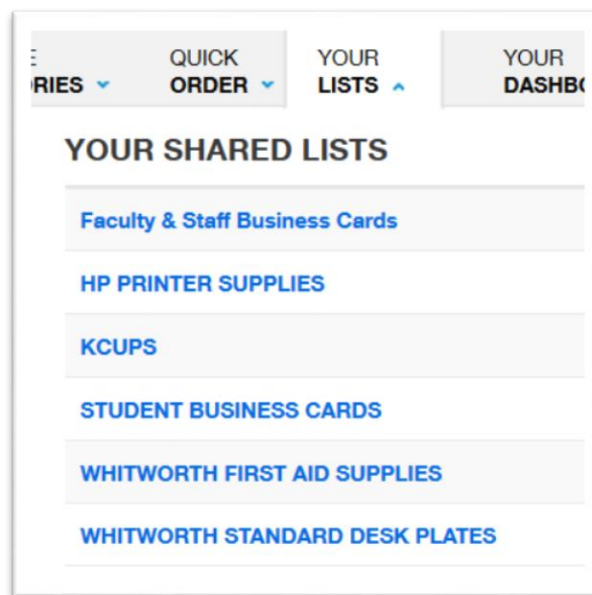
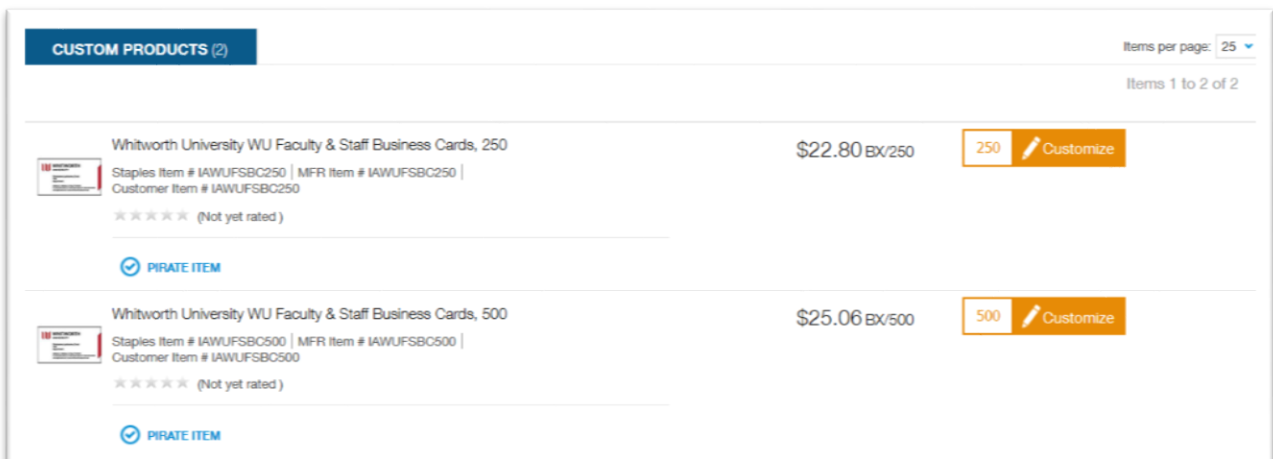


ORDER YOUR FACULTY & STAFF BUSINESS CARDS ON STAPLES ADVANTAGE.COM WITH YOUR OTHER STAPLES SUPPLIES.


STEP ONE: Select the Faculty & Staff Business Cards shopping list found in YOUR LISTS.



STEP TWO: Cards can be purchased in the quantities of either 250 or 500 cards. Decide which quantity you want and click Customize.



STEP THREE: Customize – Input your information. To maintain Whitworth’s brand identity, certain fields are not editable – i.e. credentials*, addresses, web addresses, and email domains. If no credentials apply, select “None” from the drop-down menu. When complete – click Show proof.



- Fill in the fields below with the information you want to appear on your WU Faculty & Staff Business Cards. Click "Show proof" to see a preview.
- You may return to this page to modify your information after viewing your proof.
- To exit this process and continue shopping, click "Back". Any changes will be lost.

Customization

Name

Credentials

Title

Department

Assistant's Phone

Assistant's Phone

Assistant's Phone

Address

The main university web address will be used unless a custom path is specified below.

www.whitworth.edu/

Email

** If a credential is needed and does not appear in the dropdown menu, contact janel.clum@staples.com*


STEP FOUR: Preview Your Proof, modify as needed – and click Add To Cart.**

Preview Your Proof

- Review your proof below. Be sure to check punctuation and capitalization carefully as the text on this proof will be printed as shown.
- To make changes, click "**Modify**".
- To accept this proof and add it to your order, click "**Add to Cart**".
- To exit this process and continue shopping, click "**Cancel**". This proof will not be saved.

Your Proof

[Click here for a printer friendly version of your proof\(s\)](#)



**WHITWORTH
UNIVERSITY**

Your Name, Ed.D.
Professor
Education

300 W. Hawthorne Road | Spokane, WA 99251
P: 509.777.1234 | C: 509.123.1234 | Asst: 509.777.5678
yourname@whitworth.edu | www.whitworth.edu

***Custom Print orders are non-returnable. By clicking Add to Cart, you are approving the proof presented. Please review carefully.*

Orders will ship via UPS.

TO PROTECT WHITWORTH'S BRAND IDENTITY, PLEASE DO NOT PRODUCE ANY BUSINESS CARDS OUTSIDE OF THIS PROGRAM.