

Business Cards Procedures

- Applicant fills out the Business Cards Form and signs.
- Department chair / Supervisor reviews and approves the Form.
- Department's Administrator (Chancellor, VC, or Dean) reviews and approves the Form.
- Department submits the Form to Human Resources (kapcchr@hawaii.edu) for verification of information.
- Contact the Business Office once the Form is fully executed.

Business Card Options

- Campus Solutions (UH Manoa Bookstore)
 - Contact Information
 - csprint@hawaii.edu
 - 808-956-9750
 - Order Form
 - https://www.bookstore.hawaii.edu/manoa/site_cs_copy_print.asp?#cards
 - Prices (subject to change by vendor)

	100 Cards	250 Cards	500 Cards
Black & White	\$13.00	\$30.00	\$50.00
Color	\$20.00	\$35.00	\$65.00

- Payment
 - P-card or IDO
- Delivery
 - Pickup from UH Manoa Campus Solutions

- EMSS, Inc. (SPO Price List 22-02)

- Contact Information
 - info@emsshi.com
 - 808-836-3775
- **Do not order the seal with gold foil stamping**
- Payment
 - P-card or PO
- Prices (subject to change by vendor)

Item	Description - Business Cards	Price per 250	Price per 500
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G	Standard Business Card size: 3-1/2" x 2"	<u>\$46.28</u> /box	<u>\$92.57</u> /box
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Additional Charges:

Standard Business Card size: 3-1/2" x 2" with State seal with gold foil stamping	/box -	/box
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Standard Business Card size: 3-1/2" x 2" with State seal with color ink	<u>\$49.48</u> /box	<u>\$97.36</u> /box
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- Delivery
 - Within 10 working days from receipt of signed approval of the Final Proof