

## Cambridge University Clinical School business cards

Please give the following details as you wish them to appear on your cards. Please write in block capitals.

Name

Job Title

Department

Box number

Telephone number

Mobile number

Fax number

Pager number

Email address

Website URL

Number of cards required

Cost code

Signatory (please print)

Signature\*

\* Must be an authorised signatory for the cost code given.

Cash payment (please tick)

Send your completed form to Media Studio, Box 151 or email your details to

[enquiries@media-studio.co.uk](mailto:enquiries@media-studio.co.uk)

### Contact us

For further information, or to order business cards:

#### Standard CUHT or Clinical School cards; or reorders:

Lawrence Floate

email [ljf36@medschl.cam.ac.uk](mailto:ljf36@medschl.cam.ac.uk) or

extension 6127 (external number 01223 596127)

#### For new designs please contact the Media Studio.

#### Other Sprinters services available from the Media Studio include:

- High quality colour and black and white photocopying and laser printing in sizes up to A3.
- High-speed black and white printing.
- Collating, guillotining, folding, stapling, hole-punching and booklet making.
- Wire spiral binding and channel binding of documents
- Lamination (encapsulation) of cards, documents, posters, etc.

See our factsheet: [Sprinters – printing services](#)

#### Contact or visit us at:

Media Studio  
Box 151, Level 1  
Addenbrooke's Hospital  
Hills Road  
Cambridge  
CB2 0QQ

Tel 01223 216349

Internal extension 2349

email [enquiries@media-studio.co.uk](mailto:enquiries@media-studio.co.uk)

[www.media-studio.co.uk](http://www.media-studio.co.uk)

# Factsheet

## Business cards

### Ordering and re-ordering

Business cards can now be ordered from the Media Studio and will normally be ready for collection on the same or next day once you have approved a proof.



MS/BCO/0109

# media studio

photography • design & print • room bookings • audio visual

## 1. What do they look like?

We use the latest digital printing technology to print in full colour onto high-quality 300gsm white cards. Samples are available in the department, or call us and we'll send you one.

## 2. How many must I order?

There is no minimum order – you can have just 10 if you wish – but most people need a least 50.

## 3. How much do they cost?

### Single-sided

1–299 = 35p per card

300+ = 17p per card

### Double-sided

1–299 = 50p per card

300+ = 25p per cards

For external customers, please add VAT.

## 4. Ordering business cards

We can print your business cards in the Addenbrooke's or Clinical School designs – all you have to do is complete the attached order form. For other designs, either from your artwork or designed from scratch, call our graphic design section on extension 2418 (external number 01223 216418), or email [enquiries@media-studio.co.uk](mailto:enquiries@media-studio.co.uk).

These will take a little longer than the standard designs. We will send you a pdf file for you to check carefully for accuracy before we print your cards.

## 5. Re-ordering

To order more cards from an existing design, just email your name, department, cost code and the number of cards you need to:

[enquiries@media-studio.co.uk](mailto:enquiries@media-studio.co.uk).

Let us know of any amendments, such as new telephone number. We'll acknowledge your email, send you a pdf of any changes and tell you when to collect the cards (usually the same or next day).



## Cambridge University Hospitals NHS Foundation Trust business cards

Please give the following details as you wish them to appear on your cards. Please write in block capitals.

Name

Job Title

Department

Hospital (ie. Addenbrooke's/Rosie)

Box number

Telephone number

Mobile number

Fax number

Pager number

Email address

Website URL

Number of cards required

Cost code

Signatory (please print)

Signature\*

\* Must be an authorised signatory for the cost code given.

Cash payment (please tick)

Send your completed form to Media Studio, Box 151 or email your details to

[enquiries@media-studio.co.uk](mailto:enquiries@media-studio.co.uk)