Business Card Frequently Asked Questions

- **What is the policy regarding job titles?**
  All UMass Boston business cards must contain an employee name and title. Only official UMass Boston employee job titles may be used. If the job title on your business card order does not match the official job title in the UMass Human Resources employee system, you will be notified and instructed to request a title change by contacting Krystle Santana of Human Resources: Krystle.Santana@umb.edu

- **What is an Administrative Unit?**
  Administrative Unit is a term used in the UMass Boston Brand Manual and it refers to your department name. All UMass Boston business cards must contain a department name.

- **Where can I find the UMass Boston Brand Manual?**
  [https://www.umb.edu/creative_services/brand_manual](https://www.umb.edu/creative_services/brand_manual)

- **Can I type my name, title and department in ALL CAPS?**
  Use title case only. With the exception of words like “and”, “or”, etc.

- **Can I change the font sizes or ink colors?**
  The font sizes and ink colors are in a preformatted template and cannot be changed.

- **What mailing addresses are allowed?**
  Only UMass Boston official mailing addresses, or those of university institutes and offices located off campus, are permitted.

- **How are phone and fax numbers formatted?**
  Only two UMass Boston telephone numbers are allowed. Numbers will automatically be separated by dots. You can choose from two of the following: direct phone; main department; cell; fax; TTY.

- **Where can I print the College, Institute or Sub-Unit names?**
  Use the “Two-Line Department” business card template. It is customary to list the Sub-Unit first and then the College, Institute or Administrative Unit below.

- **Can you print UMass Boston business cards for students?**
  Not at this time.

- **What is the policy on web addresses?**
  Only one UMass Boston web address is allowed. Web addresses cannot exceed 34 characters. Permitted examples: UMass Boston home page: [www.umb.edu](http://www.umb.edu)
  UMass Boston college-specific sites
  UMass Boston departmental sites

- **What is the policy on email addresses?**
  Only a UMass Boston email address is allowed.

- **I can not view an online proof and I suspect that even after using one of the “Two-Line” templates my department name or title is still too long for the specified fields.**
  Your order will require customized typesetting. **Step 1:** order the Typeset Intervention Business Card and reference your job number. **Step 2:** complete and send the Typeset Intervention Request Form. Quinn Graphics will require time to produce a proof that will be returned to you for approval before printing.

- **Who do I contact if I have additional questions regarding business card policies and printing?**
  Email: Kahriram.Wade@umb.edu or Peggy.Tippit@umb.edu