



O'NEILL CAREER HUB

Business Cards for Students

If students want to order business cards, the process and instructions are outlined here:

Step 1: Email: docuserv@indiana.edu

Step 2: Include in your email request whether you will be purchasing the business cards using a credit card, or if your department has authorized the purchase of business cards for you. If you are using a credit card, you will pay for the order once it is complete. If your department has authorized the purchase, you will need the Department Account # to include in your email request to Doc Services.

Step 3: Include the pertinent information you would like to see on your business card, including the following:

- NAME
- SCHOOL, DEPARTMENT
- DEGREE PROGRAM
- CONTACT INFORMATION

Step 4: IU Doc Services will complete the order after the student emails them with a request, all pertinent information (see bullet points above), and payment information. Orders start at \$20 for 100 cards.

IU Doc Services will print an IU business card with the traditional trident, and the name of the school (O'Neill) and degree program will be in plain text. Click the link to review how your business cards will look: [IU Doc Services](#)

Please reach out directly to IU Doc Services (email address listed above) for any other questions regarding the process of ordering business cards as a student.