Tips for Ordering from Markful.com

To keep business cards consistent across campus it is required to select these values:

- Square corners
- Matte
- 16 pt. standard

Rush is typically not needed as the vendor is fairly quick to turnaround orders.

We recommend a quantity of 200 as the most cost effective.

2. Select business cards or name tags.
3. Fill out required fields, then add to cart. Repeat as necessary.
4. Pay with ProCard and receive order in about 10 business days. (You can proceed as a guest, or sign-up for an account to view and track orders.)
Please ensure accuracy! Incorrect information will print incorrectly. There is no one double-checking what is inputted into the fields.

Truncating titles is ok but do not reinterpret/re-word new ones.

Please use only the officially issued email and phone. Mobile devices should be listed only if provided by the district.

Do not change address unless completing cards for staff at the Sunnyvale campus.

The back of the card will remain blank.

Approve and add to card to finalize the order. We recommend showing a proof to the person requesting the business card.
Name badges come in two formats: plastic (with two lines) or metal (with three lines). We recommend the more cost effective plastic name badge. Please note: All name badges come with a magnetic backing which could interfere with medical devices.

Character counts are limited so truncating titles may be necessary.

For consistency across campus, please select the “Frameless” option for the name badge.

You do not get a proof of the name tag so we recommend having a pre-typed name & title to copy/paste into the fields.