Guideline for ordering Health Sciences/Spokane

- Business cards: http://publishing.wsu.edu/orderonline/hsbusinesscards.aspx
- Letterhead: http://publishing.wsu.edu/orderonline/hsletterheads.aspx
- Envelopes: http://publishing.wsu.edu/orderonline/hsenvelopes.aspx

1. Choose Template: you can choose “Health Sciences” or “Health Sciences Spokane”
2. Second drop-down: select “College of”
3. In the Unit text box: Type in “Pharmacy”
   a. If you want to include your unit or department name, put this text in this box also. Example: “Pharmacy Department of Pharmacotherapy”
4. The College drop-down menu does not work
5. E-letterhead is also available through this website ($35)
6. Please when you order, insert Kay Bolin's e-mail as your expenditure authority (kay.bolin@wsu.edu) so that she receives a copy of the order and can reconcile it when it posts.
   a. If you need help with your account number when ordering, Business Services can assist you. We are happy to place the order for you if that’s easier.
7. FOR DEPARTMENTS/UNITS
   In order to get your department name formatted correctly, reply to your order confirmation email with this message:
   “Hello,
   For this order, please move the department name to a separate line below “Pharmacy”. Please contact me if you have any questions or need further information regarding this request. I look forward to reviewing the updated proof.”

8. Christie Nowak at UP is available for any additional questions: cknowak@wsu.edu