

BUSINESS CARDS PROCUREMENT& STATIONERY ; HOW TO

Scope: How to order PMI Portland Chapter business cards or stationery for officers that use the PMI approved logo.

Vendor: Graphic Expressions
12250 SW Myslony Street
Tigard, OR 97062
(503) 691-2646

Contacts: Sally Stoner (sally@graphic-expressions.net)
Louann Richards (louann@graphic-expressions.net) President

Partnership: Graphic Expressions prepared the Portland Chapter logo, in accord with PMI standards, for PMI approval. Graphic Expressions has the PMI graphics tool kit which specifies the colors, format, and fonts for printing.

How to:

1. Business Cards:
 - a. Place an order for business card blanks with Sally. The blanks will print both sides of the cards on 8.5x11 sheets. NOTE: Sally has note to update the tagline to conform to the new PMI standard. It is wise to get a price break by ordering enough blanks for use next year.
 - b. Provide list of names, titles, and quantities to Sally for printing on the blanks. I usually provided an excel sheet that had been checked by individuals for spelling, certifications, and titles.
 - c. Some business cards can be provided without an officer's name on it for generic distribution.
2. Stationery:
 - a. Thank you notes with envelopes and letterhead stationery with envelopes have been ordered in the past. Graphic Expressions has the masters for our printing and they use the standards required in the PMI graphics tool kit.
 - b. Chat with Sally about what you want to order.
3. Sally will ship (UPS) the completed product to the address you provide.
4. Sally sends the invoice to our Chapter mailbox. Arrangements could be made to charge to debit card.