

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