



(Feb. 3) Now there's a quicker, easier way to order your business cards. It's the Business Card Hotline, a new service offered by MTA Graphics.

Information about and assistance with first-time orders and reorders of business cards can be obtained by calling the Hotline at 922-CARD (2273). A caller also can check on the status of an order and receive an answer within 24 hours.

Speeds up ordering

"The Hotline will increase efficiency and speed up the ordering process," says Anne Roubideaux, manager, Graphics and Printing Services. "A caller only needs to follow the prompts to get information or assistance."

Graphics also has placed a new business card order form on the computer network "W" drive and on the General Services Intranet page. Forms also can be obtained from the Graphics office on the 19th Floor of Headquarters or by FAX.

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