**PRINTING your business cards:**

Be sure to use a template and do not cross over the lines. The template will prepare your cards to print 10 per page. Print one out as a test before sending them to print. Always allow 2-3 days for printing from the time you send the file.

Option 1:  
Ricoh, located in HMSU next to George’s Café, will print and cut your cards from an MS Publisher or MS Word template. Cost is $1.00 per sheet of 10 cards, one side in full color. Call them or stop by for selections of paper: 812-237-8500. Send your file to [ISU-Ricoh@mail.indstate.edu](mailto:ISU-Ricoh@mail.indstate.edu) and request a confirmation of receipt of your order. Please allow a day to have them printed.

Option 2:   
Big Picture is located very close to campus at 608 N. 13th. They print business cards for professionals and may be able to provide you with a better quality product. The cost is $5.00 for 50 or $10 for $100 color cards. Send your file to [ashley.bigpic@joink.com](mailto:ashley.bigpic@joink.com) and request a confirmation of receipt of your order. Please allow a couple of days to have them printed.

There are other options available in Terre Haute and online.