

# Interested in new, attractive business cards with the Palacký University logo?

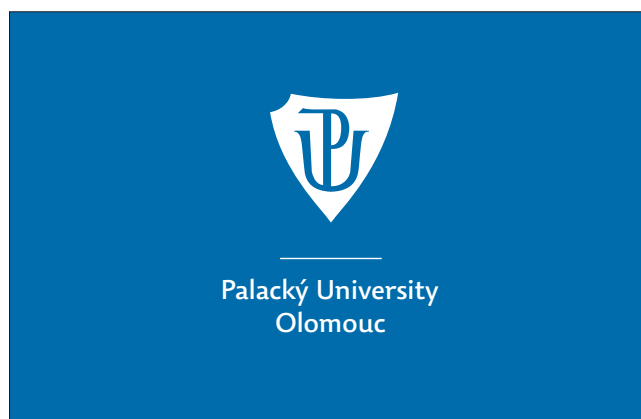
The Communication Department offers pre-print preparation and production of business cards according to the new Unified Visual Style Manual. The new cards are 85 x 55 mm in size. The technology of offset printing with spot colours, including matte lamination on the surface and partially varnished logo of Palacký University, allows us to produce a high quality product that will make you proud.



Example 1 – Czech version



Example 2 – English version



## INSTRUCTIONS FOR ORDERING PRODUCTION OF NEW BUSINESS CARDS:

- text formatted in Word
- first name, last name, academic titles / functions (work position) / department / address / telephone / e-mail address / university web page (faculty, department web page – if there is a short address or an alias available)
- one sheet may contain 20 cards – the optimal way would be to always collect data from the whole department in order to achieve maximum efficiency
- academic titles are included only in the Czech version; the English version will be without academic titles
- all business cards are printed in grey-blue colour, with the name of the faculty, department, etc. in the textual part of the card under the name (e.g. Filozofická fakulta Univerzity Palackého v Olomouci / Palacký University Olomouc | Faculty of Arts – see Example 2)
- date of delivery: editing and pre-print preparation 2 days, printing 5 working days
- price for full “coverage” of one sheet (20 spots) – number of copies:  
200 pcs/person > 4000 pcs total . . . . . 2.23 CZK/pc  
100 pcs/person > 2000 pcs total . . . . . 3.83 CZK/pc  
50 pcs/person > 1000 pcs total . . . . . 7.18 CZK/pc  
(for illustration: in case of insufficient “coverage” of the sheet, the price for 200 copies of one version for one person may go to 35.87 CZK/pc)

Please send your orders and inquiries to  
Michaela Cyprová, tel. 585 631 887, e-mail michaela.cyprova@upol.cz