

Making it easy to connect with us

Providing essential contact information on a business card allows others to get in touch with us easily. Water.org uses the design below and provides flexibility to include contact information that is most relevant to your role.*

We've made it easy for you to order your own Water.org business cards. Here's how.



**Include only the best ways to reach you, not all possible ways to communicate.*

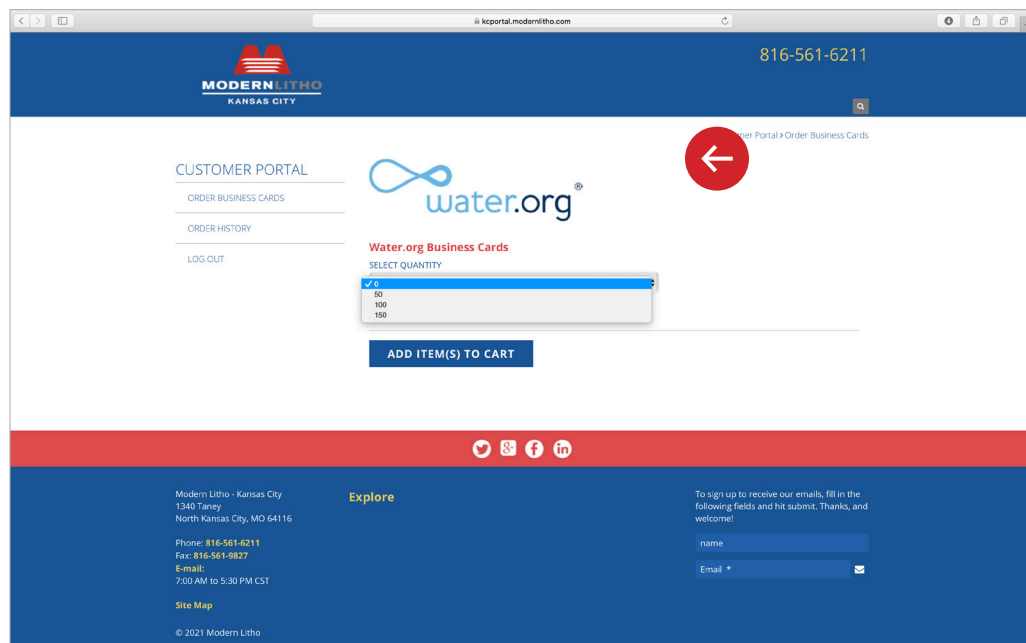
1 Confirm you are eligible to order business cards.

- You are eligible if you are a new team member, have new contact information or recently ran out of business cards AND you regularly meet with external stakeholders — supporters, donors and prospective partners.

2 Go to https://kcportal.modernlitho.com/customer_portal/login.html?ut=d2a37445-e8e1-4704-a282-d0453f2d84f5 and select Water.org

3 Select the quantity from the drop-down menu and click Add item(s) to cart.

- You may choose from the following quantities: 50, 100 and 150.



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Fill out the information that will be on your business card.

- Your full name and title are required.
- Include the best ways to reach you, not all possible ways to communicate.
- Fill out your contact information, which may include your office phone number, mobile phone number and/or email address.
- Display phone numbers utilizing periods. Use the international prefix to your phone number if required.
ex: 123.456.7890
ex: +1 123.456.7890
- Optional Lines 1 and 2 are available if required.
- Once you've added your contact information, click Update Preview.

Cancel Previewing "Water.org Business Cards"

Please fill in your contact information.

Name * REQUIRED

Title * REQUIRED

Office Phone Number

Mobile Phone Number

Email Address

Optional Line 1

Optional Line 2

No preview is available yet.
Fill out the form and click the "Update Preview" button to generate a preview.

Update Preview Add to Cart

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Preview your business card here.

- Please review the thumbnail or click the image to see a PDF version.
- If you need to change any of the information, please click make changes per the instruction for Step 4 and then click Update Preview.
- If the business card preview looks good to you, click Add to Cart.

Cancel Previewing "Water.org Business Cards"

Please fill in your contact information.

Name * REQUIRED
Gary White

Title * REQUIRED
CEO & Co-founder

Office Phone Number
+1 123.456.7890



Mobile Phone Number
+1 123.456.7890


Email Address
garywhite@water.org

Optional Line 1


Optional Line 2

Please proof your document below. Click on the image to receive a PDF version of your proof. (PDF Viewing requires Adobe Acrobat Reader).



Gary White
CEO & Co-founder
or +1 123.456.7890
m +1 123.456.7890
garywhite@water.org



Update Preview Add to Cart

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Review and submit your business card order.

- Here, you must indicate the shipping information.
- Business cards will be shipped directly to your office.
- Please input your name, select your office from the dropdown menu, input your email address and include any additional shipping information.
- If you work remotely, please select Other from the dropdown menu and input your mailing address in the "Additional Shipping Information" field below.
- Then, click Send.

Customer Portal > Order Business Cards

CUSTOMER PORTAL

- ORDER BUSINESS CARDS
- ORDER HISTORY
- LOG OUT

Water.org Business Cards [MODIFY] [DELETE]

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Name
Test

Title
Test

Office Phone Number
+1 123.456.7890

Mobile Phone Number
+1 123.456.7890

Email Address
Test

[UPDATE QUANTITIES] [CONTINUE SHOPPING]

To complete your order, please provide your information in the form below and click on the "Submit" button. A customer service representative will process your request and contact you with additional information.

NAME * REQUIRED

OFFICE * REQUIRED
Kansas City (Global Headquarters)

CITY, STATE, ZIP

PHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS * REQUIRED

ADDITIONAL DETAILS
Please provide additional details about your job in the field below.

[SEND]

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You're done!

- When you send the business card request, the Water.org HR Team confirms the request and our printer will fulfill and ship the order.
- You will receive a confirmation email and then a separate email with tracking information, so you know when your business cards are scheduled to arrive.

Helpful tips

- If you have any questions or need help with your business card order, contact Laynie Timmons at ltimmons@water.org. **Do not contact Modern Litho.**
- Please note that business card orders are approved through the online ordering system by HR. Requests are reviewed and approved or denied at the close of business every Monday.
- Once approved, it takes approximately 3 days for printing and 1-3 days for shipping, based on the location. If you are in an international office, expect shipping to take 7-10 days. Please plan accordingly when ordering your business cards.