When you need ...

- **Something Printed**
  - Email projects@etsu.edu
  - A representative from University Relations will contact you to assist with your project from start to finish.

- **Marketing or Design Assistance**
  - Email projects@etsu.edu

- **Your Design Approved By Identity**
  - Email identity@etsu.edu
  - A representative from University Relations will contact you to answer your questions.

- **Your Design Assigned An ETSU#**

- **Promotional Item Questions Answered**

- **Advertising Questions Answered**

- **Logo Use Questions Answered**

- **Questions Answered About Nametags, Plaques, Signs, Tents, Nameplates and Tablecloths**

- **Bulk Mail Questions Answered**
  - Email postal@etsu.edu
  - A representative from Postal Services will contact you to answer your questions.

- **Address Lists Processed**

- **Envelope Ordering Questions Answered**

- **Business Cards**
  - Create your own business card via Design Conductor. Then, purchase in eBucs.
  - More information regarding Design Conductor will be sent prior to July 1. For questions about Design Conductor contact clementsj@etsu.edu.

- **Scientific Posters**
  - Contact Biomedical Communications

As of July 1, 2018
QUILLEN COLLEGE OF MEDICINE and ETSU PHYSICIANS & ASSOCIATES

WHEN YOU NEED ....

- **Marketing Assistance**
  - email projects@etsu.edu
  - A representative from University Relations will contact you to assist you with your project from start to finish.

- **Advertising Questions Answered**
  - email identity@etsu.edu
  - A representative from University Relations will contact you to answer your questions.

- **Logo Use Questions Answered**

- **Business Cards**
  - Create your own business card via Design Conductor. Then, purchase in eBucs.
  - More information regarding Design Conductor will be sent prior to July 1. For questions about Design Conductor contact clementsj@etsu.edu.

- **All Other Print, Design, Scientific Posters and Mail Questions**

- **Contact**
  - Biomedical Communications

As of July 1, 2018