

Tulane University
A. B. Freeman School of Business
Student Business Card Instructions
Please Read Carefully

In order to properly use this form, you must use either Adobe Acrobat 8 or Adobe Reader 8.

Adobe Reader 8 is available as a free download from <http://www.adobe.com/reader>

The actual form (sample shown at right) is located on page two (2) of this document.

- Enter your name on the first line.
- Enter your Program and expected year of Graduation on the second line. (for example: MBA Management 2007)
- On the line beginning with *tel*, enter your telephone number. (please use the format 123.456.7890)
- Enter your Tulane email address on the indicated line. Only enter a tulane.edu email address.

After you have carefully reviewed your card, click the “Approve and Save” button.

You will be prompted to save the file.


Please save the file as “TFSOB_ your last name_ your first initial” (TFSOB_Doe_J.pdf).

Orders require 24 - 48 hours for completion.
Please plan appropriately.


You may submit your completed file online at:
https://docstore.fedex.com/tulane_student

or in person at the following location:

FedEx Office – Tulane University
Lavin-Bernick Center
20 McAlister Dr.
504-862-5681

| | |
|--|---|
|  | Enter Your Name <i>Enter Your Program and Graduation Year</i> |
| | A.B. FREEMAN SCHOOL OF BUSINESS Goldring/Woldenberg Hall 7 McAlister Drive New Orleans, LA 70118-5645 <i>tel</i> Enter Your Phone Number Enter Your Tulane Email Address www.freeman.tulane.edu |
| Approve and Save | Tulane University RESET |

Blank Form Sample

| | |
|--|---|
|  | John Doe <i>MBA Management 2007</i> |
| | A.B. FREEMAN SCHOOL OF BUSINESS Goldring/Woldenberg Hall 7 McAlister Drive New Orleans, LA 70118-5645 <i>tel</i> 504.123.4567 jdoe@tulane.edu www.freeman.tulane.edu |
| Tulane University | |

Completed and Saved Form (TFSOB_Doe_J.pdf)