

Reprographie EPFL, October 2008 / V-2.0 / [roland.chabloz@epfl.ch](mailto:roland.chabloz@epfl.ch)

## User's Guide for ordering EPFL COMPLIMENT CARDS

### General Information

- › Unlike for business cards, the Repro does not have a «On-Line» system for creating compliment cards, for several reasons:
  - > the low number of monthly demands do not merit an automated process
  - > complications introduced by the diversity of models that are available.

### Rules in force since Novembre 2004

- › The international model (*3 lines: English-German-Italian*) is no longer available.  
To avoid multiplying the different versions of our institutional name in various languages (to improve our «branding»), only the original name of the institution, «EPFL - Ecole Polytechnique Fédérale de Lausanne» can be mentioned on documents and business cards. As this name is clearly visible on the logo, there's no need to repeat it elsewhere on the card. Thank you for following these guidelines.
- › Other logos: the EPFL logo is the only official logo for our institution. **You cannot include another logo** (for example of a lab or faculty)
- › If you want your address to be included, you do not need to add «Switzerland» because the «CH» is already the correct official denomination. If you still want it to be on the card, it needs to go on a line as follows:  
CH -1015 Lausanne, **Switzerland**
- › The font used is «Frutiger Condensed»

### The standard: the black&white compliment card (gray EPFL logo)

- › This is the standard compliment card. Four models/examples are shown below.
- › Positioning text: you can use one of the 4 models shown in this document as a guide. These models are not «rigid» we remain flexible and will adapt them to your needs as long as the rules above are respected.
- › Format A6: 148 mm. x 105 mm. Print mode: offset
- › Minimum quantity: 500 (by written request)
- › Billing: cards are included in the «printing» budget (price: 40.- Frs for 500 cards).

### Personalized version: compliment card in color (red EPFL logo)

- › this version is only available for **exceptional and personalized cases**.  
(in the name of a person: professor, head of service, etc...), it is based on the business card.
- › Positioning text: you can use one of the 4 models shown in this document as a guide.
- › Format A6: 148 mm. x 105 mm. print mode: offset
- › Minimum quantity: 200 (by written request)
- › Billing: these cards are billed in the same way as business cards (price: 60.- Frs for the first 200 cards and / + 20.- Frs per 100 cards over this.).

### How do I order cards ?


1. Choose one of the 4 models shown in this PDF
2. Enter your texts (without formatting), with only line breaks, in a Word document (or directly in an e-mail); no page settings are required because we will use a special software
3. Send an e-mail with your text to: **roland.chabloz@epfl.ch** and specify the number of the model you have chosen
4. Fill in an order form: you'll find this on our website:  
[http://www.epfl.ch/repro/formulaires/REPRO\\_commande.pdf](http://www.epfl.ch/repro/formulaires/REPRO_commande.pdf) or  
[http://www.epfl.ch/repro/en/formulaires/REPRO\\_order-form.pdf](http://www.epfl.ch/repro/en/formulaires/REPRO_order-form.pdf)  
and send it by campus mail to: **Reprographie, BP, Station 16**
5. Before the final printing, we will send you a PDF proof for confirmation and correction.

### Contact

- › For all questions about compliment cards:  
contact **M. Roland Chabloz** at **342 92** or by e-mail: **roland.chabloz@epfl.ch**

**1. Simple Model** a single line «With the compliments of the School ...»

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ÉCOLE POLYTECHNIQUE  
FÉDÉRALE DE LAUSANNE

With the compliments of the School ...


*SPECIMEN*

**2. School/Institute/Laboratory** + one address line at the bottom of the card

SCHOOL .....  
Institute .....

\_\_\_\_\_

Laboratory .....

  
ÉCOLE POLYTECHNIQUE  
FÉDÉRALE DE LAUSANNE


With our compliments

EPFL-LCC1, BP 2225 (Bât. BP), Station xx, CH-1015 Lausanne T +41 (0)21 693 00 00 F +41 (0)21 693 00 00


*SPECIMEN*

*Reminder: these models are not rigid, they can be adapted to your needs.*

**3. Bilingual model** + 4 address lines & info at bottom left/right of the card

CHAIRE, MANAGEMENT DES ....	
CHAIR, MANAGEMENT OF ...	ÉCOLE POLYTECHNIQUE FÉDÉRALE DE LAUSANNE
Avec les compliments de la Chaire ... With the compliments of the Chair ....	
EPFL xxxx Adress STATION xx CH-1015 LAUSANNE	Tél. + 41 21 693 00 00 Fax. + 41 21 693 00 00 Web <a href="http://www.epfl.ch/.....">http://www.epfl.ch/.....</a>

**4. School/Institute or Laboratory** + 2 address lines at the top of the card

SCHOOL .....	
Institut .....	ÉCOLE POLYTECHNIQUE FÉDÉRALE DE LAUSANNE
EPFL / CE 306 Tel.: +41 21 693 00 00	CH-1015 LAUSANNE Fax: +41 21 693 00 00
With our compliments	

*Reminder: these models are not rigid, they can be adapted to your needs.*

**Personalized model - Color compliment card**

INSTITUTE .....  
LABORATORY ....

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*With the compliments of Professor .....*

EPFL .....  
Station xx  
CH-1015 Lausanne

  
ÉCOLE POLYTECHNIQUE  
FÉDÉRALE DE LAUSANNE

Tél. + 41 21 693 00 00  
Fax. + 41 21 693 00 00

SPECIMEN

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