Business Card Request Process

1. Submit request via online form (START)
2. HR Edits and Approves
   - NO: Send Feed Back to Requester
   - YES: Forward Approved Info to DMS
3. DMS Creates Template
4. DMS Sends Template to Repro
   - YES: Reprographics Prints, Cuts, and Delivers Cards to Requester
   - NO: Requester replies to DMS (CC HR) with edits
5. DMS Makes Revisions
6. DMS Sends proof for final approval to Requester (CC HR)
7. Requester replies to DMS (CC HR) with edits
8. DMS Sends Template to Repro
9. Reprographics Prints, Cuts, and Delivers Cards to Requester
10. Requester replies to DMS (CC HR) with edits