

Ordering Branded Materials

In general, request from the department that created an item. Get organization-wide materials from Communications, CPHO or Distribution Services.

Stationery and other printed items	How to order
Annual report	Order #30060 via Envi
Business cards	Use the Business Card Order Form. Instructions are on K-Net > Employee Tools > Order Work Supplies.
Locations maps	Located on Brand Tools (T) Drive > Location maps
Letterhead	Order #18425 via Envi
Second sheets	Order #18427 via Envi
No. 10 envelopes, color	Order #18426 via Envi
No. 10 envelopes, black	Order #10531 via Envi
No. 10 envelopes, black, with window	Order #10494 via Envi
Note cards and envelopes	Order #50002 via Envi
Sympathy cards	Order #50003 via Envi
Presentation folders	Order #50006 via Envi
Wallet card with key messages	Order from CPHO: 206-720-3850 or anders.nappe@nwkidney.org

Brochures and flyers	Department contacts
Available from the department that produced them.	CKD Program: 206-292-2771 x1082
	Nutrition Department: Katie Huff x3990
	Hospital Services: 855-292-3045
	Pharmacy: Tom Montemayor x3755

Other items	How to order
Name tag with magnet-back (not the security badge)	Order form is at: K-Net > Employee Tools > Order Work Supplies. Scan and email completed form to vendor.
Pens	Order from CPHO: 206-720-3850 or anders.nappe@nwkidney.org
Refrigerator magnet with emergency contacts for new patients only	Order from CPHO: 206-720-3850 or anders.nappe@nwkidney.org
Tote bag	For new patients order #50007 via Envi Additional order from CPHO: anders.nappe@nwkidney.org
Sidney tattoos	Order from CPHO: 206-720-3850 or anders.nappe@nwkidney.org
Squeeze kidney-shaped balls for new patients	Order #50008 via Envi