Obtaining Thank You Notes

Handwritten thank you notes are a great way to recognize your staff. These notes should use the right language to make the recognition meaningful and purposeful. Below are the options on how to obtain thank you notes for employees and/or patients/families. We have also included a tool to help create a message that will have a positive impact!

- **Standard Thank You Cards**
  - Cards are available to Managers, Supervisors and Directors through the Office of Patient Experience.
    - Email Chelsea Smitson at chelsea.smitson@uky.edu for thank you cards.
    - Bundles of 25 or 50 are available.
    - Available for pick up in the Office of Patient Experience, C101 or sent through interoffice.
  - Here is an image of the standard thank you card:

- **Personalized Thank You Cards/Stationary**
  - Can be ordered and paid for by the department.
  - UK’s approved vendor for printing is Southland Printing Company.
    - Website: [http://southlandprint.com/](http://southlandprint.com/).
    - Click on the tab, UK Customers, at the top of the webpage.
    - Create an account and log in.
    - Create your personalized card.
    - For assistance please contact, Wade Rose, at 859-276-1965

- **Standard Thank You Cards for Patients**
  - Can be ordered and paid for by the department
    - Go to [http://welchprinting.com/](http://welchprinting.com/) and select University of Kentucky under the Online Storefront Customers dropdown located at the very top left of the webpage.
    - For the first time logging in:
      - Username: healthcare and Password: healthcare01 and follow the prompts.
    - The quantities and prices are listed for the corresponding selection.
  - Here is an image of the standard thank you card:

For guidance on creating an effective thank you note please see the following tool: [https://luky.sharepoint.com/:b:/s/ukhc/star/Ee4w9NOYvIvMtpdXJQHXy2AB7Js6jZhaU9DZG8VJMiQCQ?e=iuy99t](https://luky.sharepoint.com/:b:/s/ukhc/star/Ee4w9NOYvIvMtpdXJQHXy2AB7Js6jZhaU9DZG8VJMiQCQ?e=iuy99t)

Any Questions please contact: Chelsea Smitson, Employee Recognition Coordinator, 859-257-5967, chelsea.smitson@uky.edu or Crystal Gabbard, Employee Engagement Manager, 859-323-2072, crystal.gabbard@uky.edu.

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