

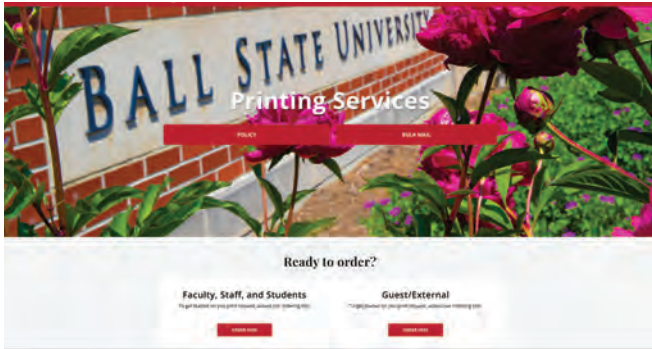


**BALL STATE
UNIVERSITY**

Printing Services

HOW TO ORDER BUSINESS CARDS


1. Go to printing.bsu.edu



2. Click the red ORDER HERE button under the Faculty, Staff, and Students section.
3. Login with Ball State credentials using single sign on.
4. Click on “Departmental Items.”
5. Using the drop-down menu, under the desired business card design, select the quantity of business cards desired. This selection is per name.



6. Select “click here to proceed.”
7. Based on login credentials, basic information should be imported into the template. Double check that your information is correct, if not, correct it. The preview will update in real-time.
8. “Division/College/Department” is the default for your department. If you want to include your division or college do so here.
9. “Department” is an optional line that will add your department under the division or college if needed.

 BALL STATE UNIVERSITY W E F L Y	7- First Name Last Name Second name line if needed pronouns
	7- Title Line
	8- Division / College / Department
	9- Department if not entered above
	10- Address Lines (can be 2 lines) Muncie, Indiana 47306
	11- Phone (can have 3 phone numbers) Email address
	12- Website

10. Address should be entered as building and room number. The street address may be used if not on campus.
11. Check the phone number that was included with your populated data. Up to three numbers can be added, toll-free, cell, etc. Select which type of number from the drop-down menus included with each phone number selection.
12. If needed, add a Ball State approved website. Do not include “WWW.” This is not required and will be removed. Personal websites are not permitted.
13. If there is anything that you need to relay to Printing Services add it to the comment section. This will not cause any text to appear on the business card but will flag the order before it is processed.
14. Click “Proceed to Checkout” when ready. This will open a popup that contains a proof of the business card. Double check that this is how your card should look.

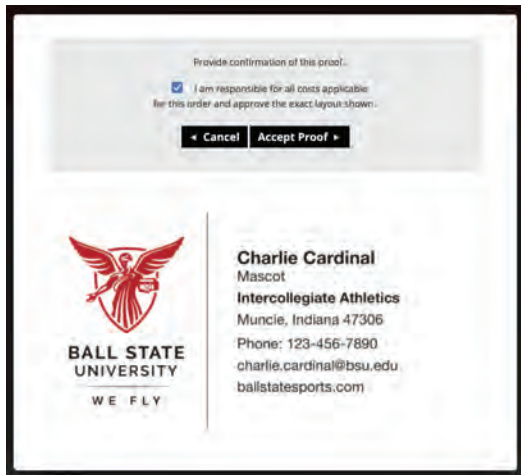
Contact Us

Printing Services - Bulk Mail
Ball State University
3401 N. Tillotson Ave. Rm SV103
Muncie, IN 47306
765-285-8549
Email: ps@bsu.edu

printing.bsu.edu

The information presented here, correct at the time of publication, is subject to change. Ball State University practices equal opportunity in education and employment and is strongly and actively committed to diversity within its community.

- Check the box if the proof is correct. Checking this box transfers responsibility for the card onto you.



- If everything is correct and the box has been checked click "Accept Proof." This will bring you to a review screen to add quantity and a place for the delivery.
- Add your due date in the box. Enter the delivery address and include building and room number.

Please Select Quantities for your Items:

Item	Qty	Remove	Edit Personalized Item
BSU Business Cards Option #1 (Cardinal, C.)	250 - \$32.70 cards	<input type="checkbox"/>	edit

Add More Products **Update**

Your Information:

First Name:

Last Name:

Your Email Address:

Billing Information:

Billing Method:

Delivery Information:

Please check your delivery information to ensure proper delivery.

Our system defaults to a 5-day lead time for processing. If you require expedited service or need your project delivered by a specific deadline, please reach out to us directly to ensure we can accommodate your request.

Due Date:

Orders placed outside of normal business hours will be processed the next regular business day.

Delivery Address:

Attn:

Department:

Building & Room Number:

Phone:

Have you provided the quantity you require at the top of this page?

Billing info

- Once complete, select "Billing Info" and delivery option from the drop-down menu. Note that if shipped to an off-campus address, there may be an additional fee for delivery.
- Enter your FOAP number in the box. Please update your profile with this information to make this step easier for you the next time you order. See red copy on screen shot below.

Delivery Options / Billing Information:

Following is a summary of your order. Please verify that the items and quantities are correct.

Item	Quantity	Price
BSU Business Cards Option #1 (Cardinal, C.)	250 cards	\$32.70

Delivery Option:

Total Price: \$32.70

Billing Code Information:

FOAP / Foundation Account:

XXXXXX-XXXXXX-730140-XXXX

If Personal Order - Direct Bill - Enter NA *

Want to add this to your profile so it will auto-fill during your next order? Click [here](#) to update your profile and then close the window to return to your checkout process.

Back **Review Order**

- If you would like to pay for your order personally with a card or cash, enter "NA" in the Billing Code Information field.
- After all information is filled in, click "Review Order." This is a final check to make sure everything is correct. There is still time to fix any error at this stage. If all looks correct, click "Send."
- An email with your order number and details will be sent to you.

