

Printing and Creative Services has a new Web-based file submission service for ordering your business cards. With this new system, you will no longer have to wait for typesetting or proofing.

Follow these steps to order your business cards:

1. [Create a personal account](#). Please be advised that this account is separate from your CampusID/SOAR account.
2. Once your account is created, [login here](#) to begin creating your business cards.
3. Click on the business card template and enter the quantity that you want to order. Then click “Customize Document.”
4. Enter your information **exactly as you want it to appear on the business card**. Please note that when you enter your campus location, the address for that campus will be automatically loaded. Once your information has been entered, click “Update Preview” at the bottom of the page.
5. Scroll back to the top of the page where you will see an updated preview of your personalized business card. Please remember that Web-based submission printing orders are **“as is.”** Proofread carefully! **You are responsible for all content and accuracy.** Any cards that must be reprinted due to inaccuracy (misspelling, etc.) will be charged to your department – Printing and Creative Services will not absorb the cost.
6. Check the box indicating your approval of the document and click “Add to Cart.”
7. Make any necessary changes to your order quantity and click “Check out.”

An e-mail confirmation will be sent to you. Please allow five business days for your order to be processed and printed.