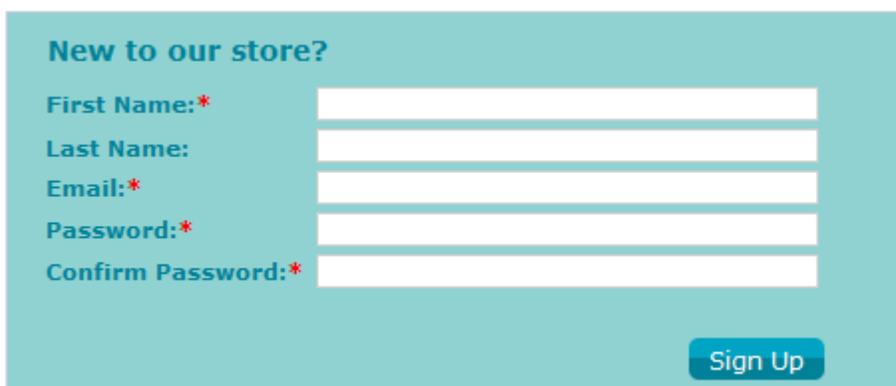


## CREATING AN ACCOUNT

- Select **Create an Account**.



- Enter your information and click **Sign Up**.



New to our store?

First Name: \*

Last Name:

Email: \*

Password: \*

Confirm Password: \*

**Sign Up**

- Once you have signed up, use your login information to sign-in.

- Business Cards
- Letterhead
- Envelopes

### UPS Store for FSU



- Select the type of stationery you would like to order.



## ORDERING BUSINESS CARDS

\*Currently our site only offers single-sided business cards and double-sided business cards for ITS. If you would like to order double-sided business cards other than those for ITS, please send your request to [fsuprint2@gmail.com](mailto:fsuprint2@gmail.com).

- Once an option has been determined, select **Place an Order**.

Business Cards

Letterhead

Envelopes

### Business Cards



**Business Cards**

Select your department, and then customize with your contact information.

[Place an Order >](#)

Order Quantity: Minimum 250



**Business Cards for ITS (2-sided)**

The Information Technology Services card with the full-color back.

[Place an Order >](#)

Order Quantity: Minimum 250, Maximum 1000

- Select your department from the drop-down menu. If you do not see your department, enter it in the space provided.

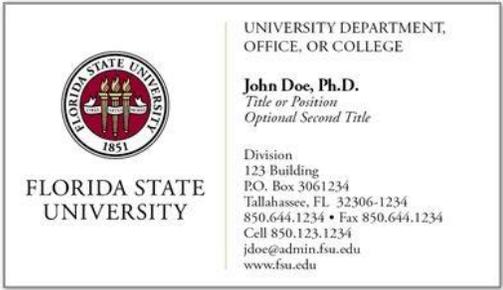
Department\*

Sport (Department of Athletics Only)

If "Other" enter Department Name here

"Other" Department Name Line 2

[Refresh Preview](#)



UNIVERSITY DEPARTMENT,  
OFFICE, OR COLLEGE

**John Doe, Ph.D.**  
*Title or Position*  
*Optional Second Title*

Division  
123 Building  
P.O. Box 3061234  
Tallahassee, FL 32306-1234  
850.644.1234 • Fax 850.644.1234  
Cell 850.123.1234  
jd@admin.fsu.edu  
www.fsu.edu

Front

- To preview the department selected or entered, select **Refresh Preview**.

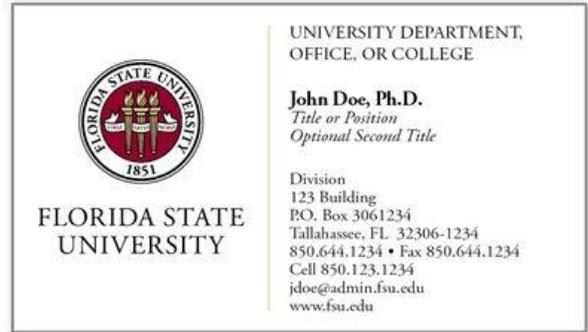
[Refresh Preview](#)

- If everything looks correct, select **Next**.

- Enter the information for the business card. Please note that the format for the phone number is with periods and not dashes. If there is not a “Fax” or “Cell” number, clear the field.

If the field is not cleared, you will receive an error message.

Prefix	<input type="text"/>
First Name*	<input type="text"/>
Middle	<input type="text"/>
Last Name*	<input type="text"/>
Suffix	<input type="text"/>
Title*	<input type="text"/>
Secondary Title	<input type="text"/>
Division Name	<input type="text"/>
Division Name Line 2	<input type="text"/>
Building Name	<input type="text"/>
Street Address or P.O. Box*	<input type="text"/>
Address (Add'l)	<input type="text"/>
City*	<input type="text" value="Tallahassee"/>
ST*	<input type="text" value="FL"/>
Zip*	<input type="text" value="32306"/>
Phone*	<input type="text" value="###.###.####"/>
Cell Phone	<input type="text"/>
Fax	<input type="text" value="###.###.####"/>
Email*	<input type="text"/>
Web Address	<input type="text" value="www.fsu.edu"/>



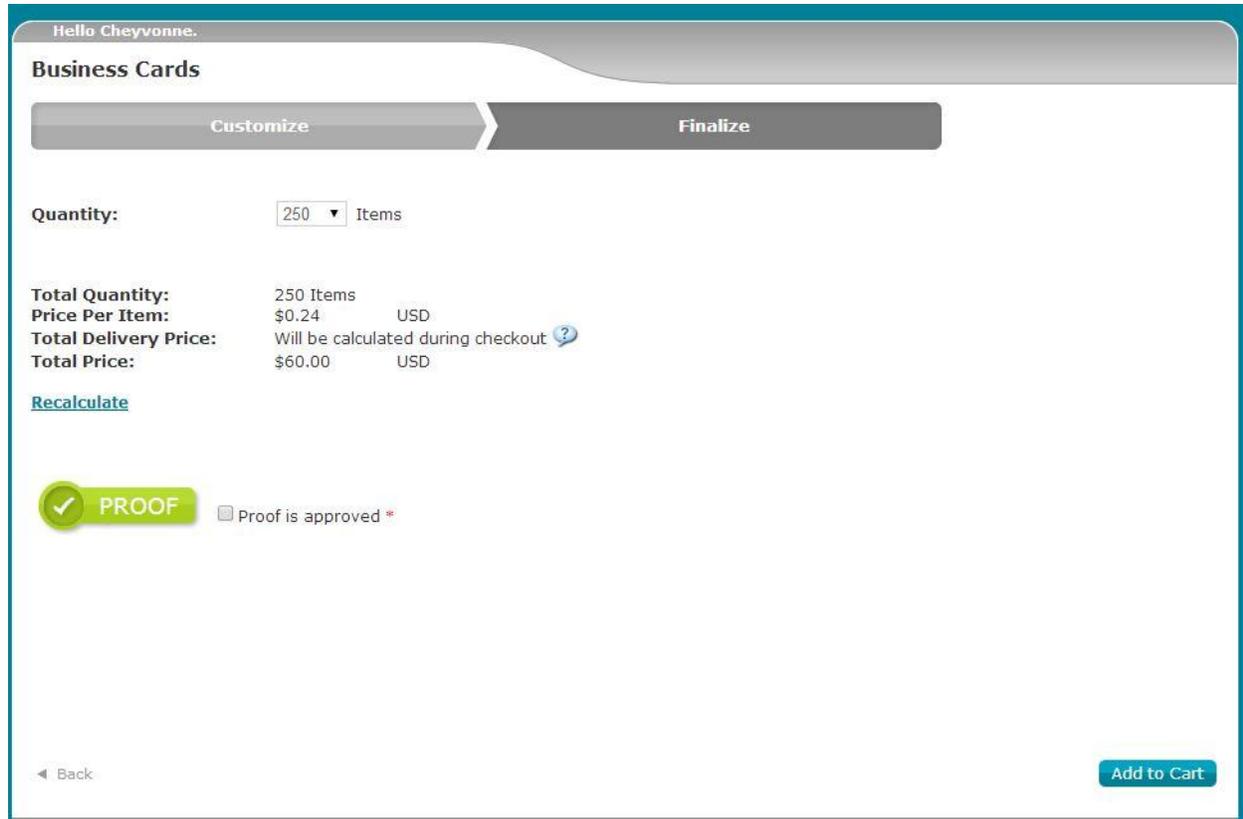
Front

[Refresh Preview](#)

- To preview the information entered for the business card, select **Refresh Preview**.

[Refresh Preview](#)

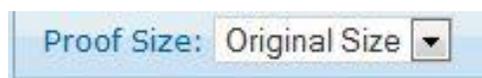
- If everything looks correct, select **Next**.
- The following screen will allow you to select the quantity. It will also provide you with the price. Please note that there is no charge for local delivery.



- Select **Proof** to view the business card.



- If you want to view a larger size, click the drop-down menu in the upper left hand corner and select **Original Size**.



- If you hover over the proof with your mouse and right-click, you will have the option to save by selecting **Save Image As** or you can email it by selecting **Email Image**.

 <p>FLORIDA STATE UNIVERSITY</p>	UNIVERSITY, DEPARTMENT,  <b>John Doe</b> <i>Title or Position</i> <i>Optional Second Title</i>  Division 123 Building Way Tallahassee, FL 32306 850.123.4567 jdoe@fsu.edu www.fsu.edu
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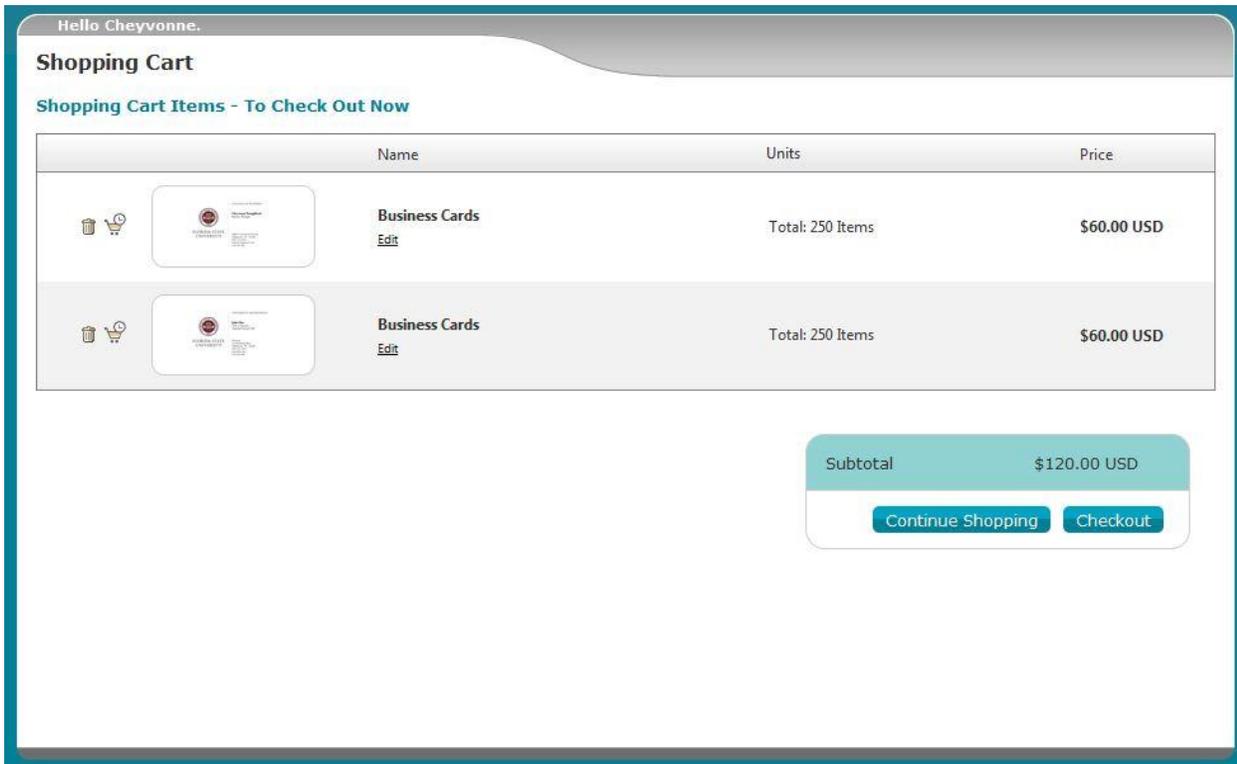
- Once approved, check **Proof is Approved** and select **Next**. If the proof is not approved, you will have to check the proof is approved box to move forward.

\* This does not make your order final. You will be able to make edits on the next screen if necessary.

- Select **Add to Cart**.

Add to Cart

- On the shopping cart screen you will be able to review your order. If you need to make an edit, select **Edit**.



- If you want to delete an order, select the trash can icon. If you want to check out later, select the check out later icon. The items in the check out later section will remain there until you choose otherwise.



- If you have other orders to fulfill, select **Continue Shopping**. If your order is complete, select **Checkout**.



## CHECKING OUT

- The Checkout-Order Summary screen allows you to enter your billing and shipping address by selecting **Add**.



- If you would like to pick up your order, enter the address of the campus UPS Store which is:

**75 N. Woodward  
Tallahassee, FL 32313**

- Otherwise your order will be delivered to your local shipping address at no charge.

### Checkout - Order Summary

Order Details > Payment & Submission

#### Billing Address

75 N. Woodward Avenue, Tall  Add...

##### Selected address

UPS Campus Location  Edit...  
75 N. Woodward Avenue  
Tallahassee, Florida 32306  
United States

#### Shipping

##### Select Shipping Address

[Send to multiple addresses](#)

- Use billing Address
- Select from My Shipping Addresses

##### Order Items

##### Service

Name	No. of Units	Service
#10 Envelope	500	Delivery in Tallahassee, FL 

[Next >](#)

- Once an address has been entered, select **Next**.

- On the following screen, review your order and select your payment method. If you would like to pay by p-card, enter you card information. Our site is secure and we are committed to protecting your personal information.
- If you would like to pay by a purchase order or foundation funds, please select **Invoice**.

**Checkout - Order Summary**

Order Details > **Payment & Submission**

**Ordered Items**

	Name	Units	Price
	<b>#10 Envelope</b> <a href="#">Details</a>	Total: 500 Items	<b>\$158.30 USD</b>
	<b>Letterhead</b>	Total: 500 Items	<b>\$105.00 USD</b>

**Total: \$263.30 USD**

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**Select Payment Method**

Credit Card - Instant Clearing with PayPal

Invoice

< Back Checkout

- Once completed, select **Checkout**.
- After checking out, you should receive a job order number. Throughout the entire printing process, you should receive emailed updates regarding the status of your order. Please know that the printing process takes 7 business days.