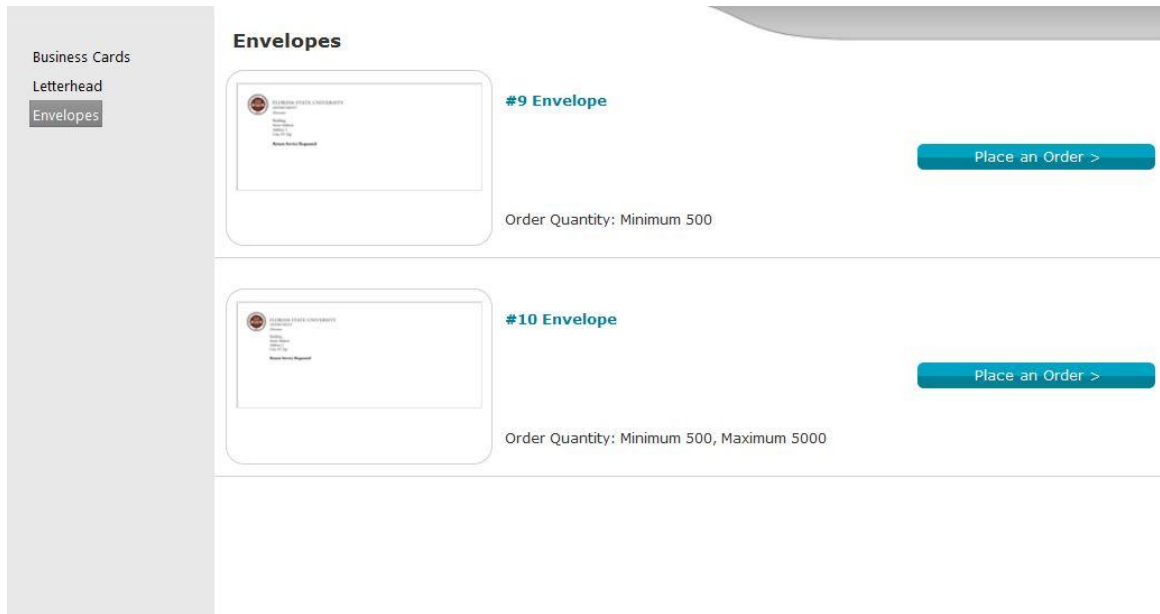


## ORDERING ENVELOPES

- Choose the size of the envelope you would like, and then select **Place an Order**.

\*If you would like to place an order for a size other than the standard #9 or #10 envelopes, please email [fsuprint2@gmail.com](mailto:fsuprint2@gmail.com).

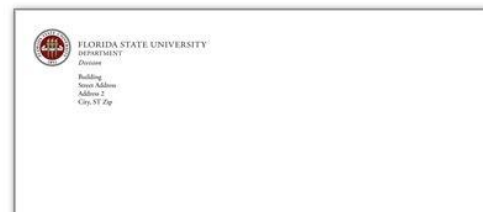


- Select your style (i.e. black, color, window, no window)

Select Your Style Customize Your Envelope

- Logo Color**  
*Window envelope in black only\**
- Window\***
- Print "Return Service Requested"\***
- Black  
 Color
- Left Window  
 No Window  
 Right Window
- No  
 Yes

[Refresh Preview](#)



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- To preview your selection, click **Refresh Preview**.

- Customize your envelope by entering the information in the fields provided.

## #10 Envelope



Select Your Style **Customize Your Envelope**

**Department\***    
**Division**    
**Building**    
**Address\***    
**Address 2**    
**City\***    
**State\***    
**Zip\***



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[Refresh Preview](#)

\*Indicates a required field

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- To preview the information entered, click **Refresh Preview**.
- 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.

## #10 Envelope



**Quantity:**  Items   
**Envelope Size\***

**Total Quantity:** 500 Items   
**Price Per Item:** \$0.32 USD   
**Total Delivery Price:** Will be calculated during checkout [?](#)   
**Total Price:** \$158.30 USD

[Recalculate](#)

**PROOF**  Proof is approved \*

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Add to Cart

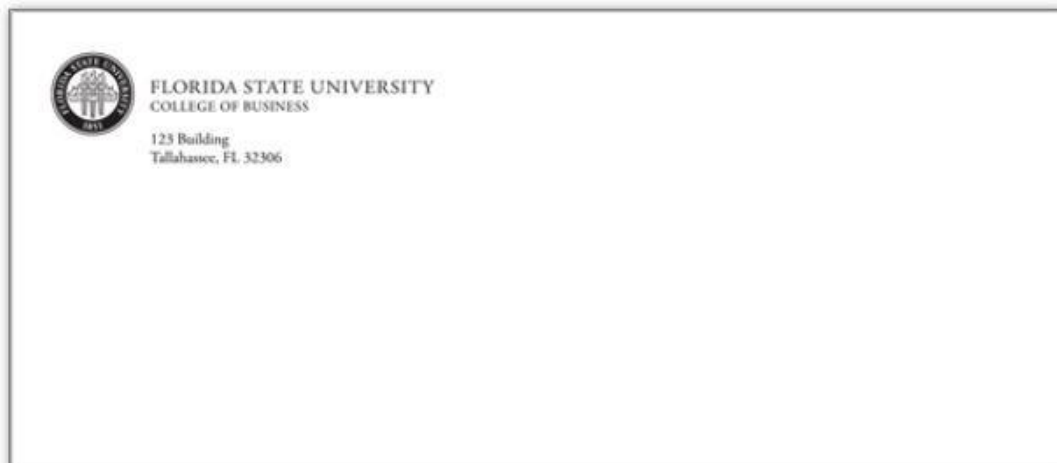
- Select **Proof** to view the envelope.



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

Proof Size: 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**.



- 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**.

## Shopping Cart

### Shopping Cart Items - To Check Out Now

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

Subtotal \$263.30 USD

[Continue Shopping](#)

[Checkout](#)

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**.

Subtotal \$120.00 USD

[Continue Shopping](#)

[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	\$158.30 USD
	<b>Letterhead</b>	Total: 500 Items	\$105.00 USD

**Total: \$263.30 USD**

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**Select Payment Method**

Credit Card - Instant Clearing with PayPal

**Invoice**

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[< 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.