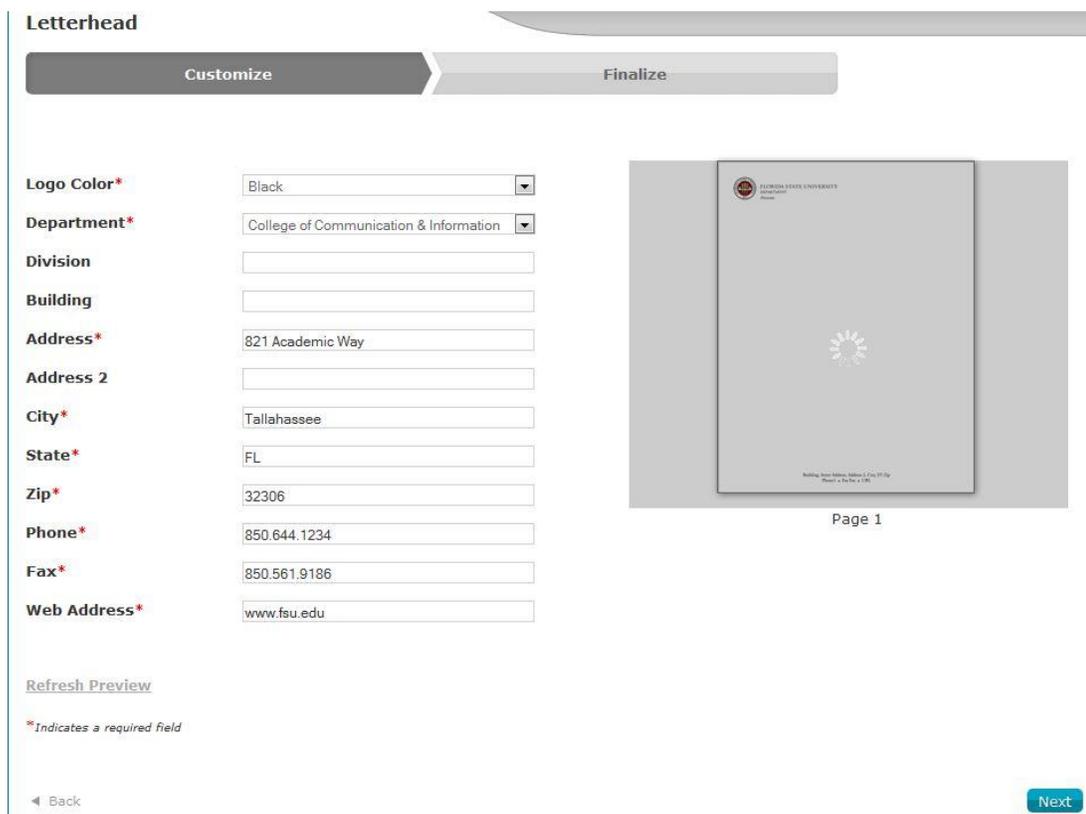


ORDERING LETTERHEADS

- After choosing Letterheads, select **Place an Order**.



- Select your department and logo color from the drop-down menu. Continue by filling out the form.



Letterhead

Customize Finalize

Logo Color* Black

Department* College of Communication & Information

Division

Building

Address* 821 Academic Way

Address 2

City* Tallahassee

State* FL

Zip* 32306

Phone* 850.644.1234

Fax* 850.561.9186

Web Address* www.fsu.edu

Refresh Preview

*Indicates a required field

◀ Back

Page 1

Next

- To preview the letterhead, select **Refresh Preview**.

[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.

Letterhead

Customize → Finalize

Quantity: Items

Total Quantity:	500 Items
Price Per Item:	\$0.21 USD
Total Delivery Price:	Will be calculated during checkout ?
Total Price:	\$105.00 USD

[Recalculate](#)

PROOF Proof is approved *

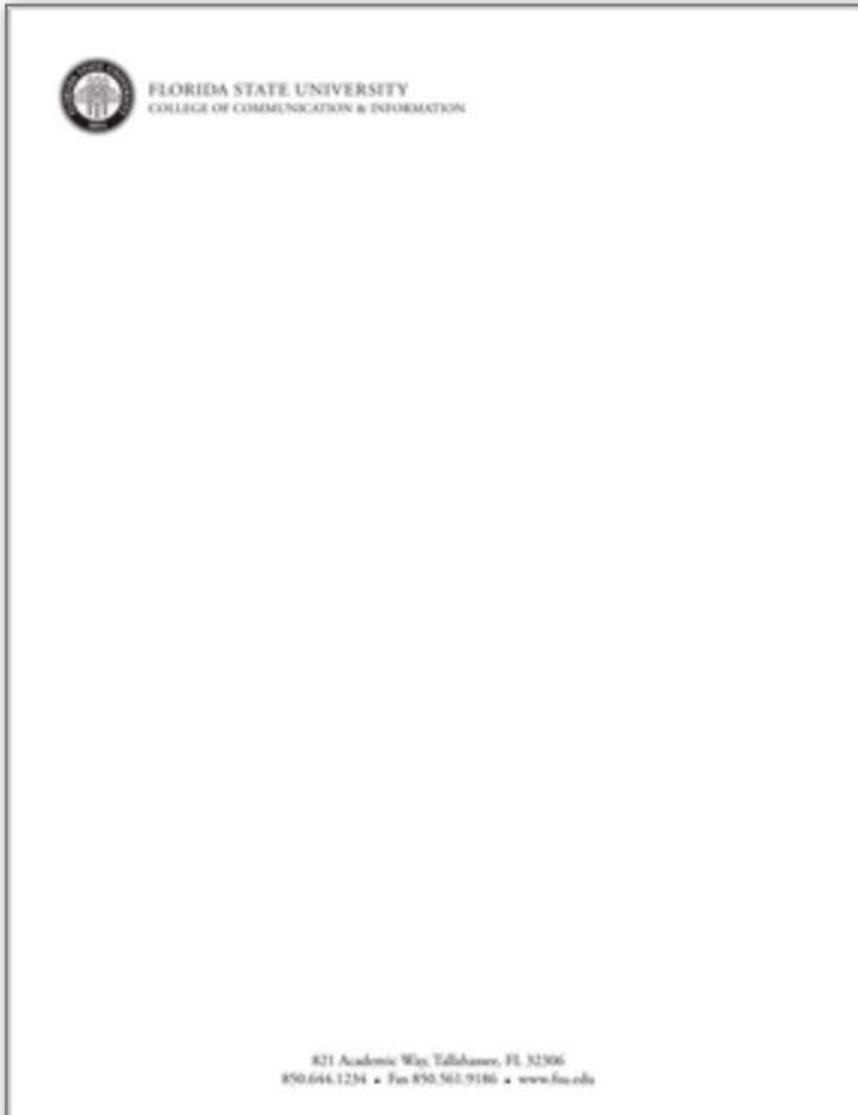
-  Select **Proof** to view the letterhead.

PROOF Proof is approved *

- 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: ▼

- 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**.

- 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
 	 #10 Envelope Details Edit	Total: 500 Items	\$158.30 USD
 	 Letterhead Edit	Total: 500 Items	\$105.00 USD

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

Selected address

UPS Campus Location
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
	#10 Envelope Details	Total: 500 Items	\$158.30 USD
	Letterhead	Total: 500 Items	\$105.00 USD

Total: \$263.30 USD

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.