BUSINESS CARD ORDERING INSTRUCTIONS

I) DICKINSON® STATE UNIVERSITY

PLEASE NOTE: This a DSU shared account. Prior to starting your design, please make sure that the shopping cart is empty.

CHOOSE



ENTER TO LEARN. GO FORTH TO SERVE

CHOOSE YOUR LOGO before entering

2

out) 🕎

CALL US NOW (701).483.4070

Form Fields Fil in the fields to customize your job Logo (pick first before inserting info

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Choose from a white or blue background for your business card. You also have the option of selecting the admissions checklist for the back admissions

your information details.

Start designing!



Choose Business Cards or

Email Signature Only. Both products can

be added to your cart in the same order.





DON'T FORGET ABOUT THE BACK! Scroll over to the left side to view the back side of the business card. Choose a slogan and corresponding website.

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CHECKOUT

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Door Hangers And Fold Engineering Plans

Stationary And Envelop

DESIGN

DICKINSON STATE UNIVERSITY

FIRST LAST

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Flyers And Posters NCR Forms Notepads And Labels Postcards And Rack Cards Raffle Tickets And Gift Cer

> When checking out, place your DEPARTMENT NAME IN THE PO NUMBER. To add additional items (i.e. business cards or e-signature), go to MY ACCOUNT -> ACCOUNT DETAILS

BUSINESS CARDS: You will receive an email with the proof. Once approved, the cards will go in production. You will receive an email when the cards have been delivered. All business cards will be available for pickup in the DSU Mailroom.

EMAIL SIGNATURE: You will receive an email with the proof. Once approved, you will receive an email with the JPEG file of your email signature and instructions how to add it to your email. All business cards will be available for pickup in the DSU Mailroom.

PLEASE MAKE SURE TO COMPLETE YOUR ORDERS IMMEDIATELY AFTER DESIGNING THEM.