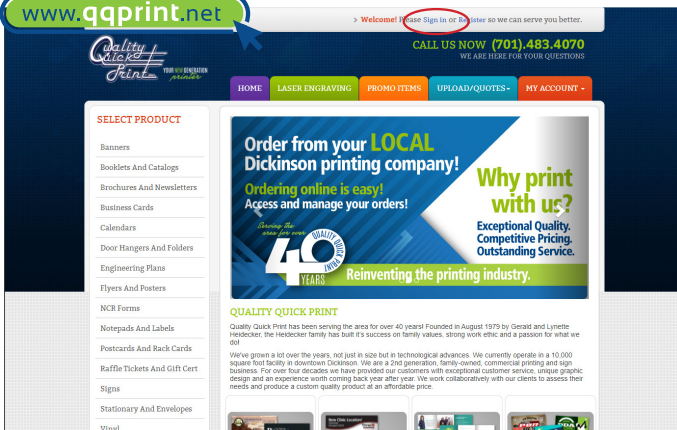


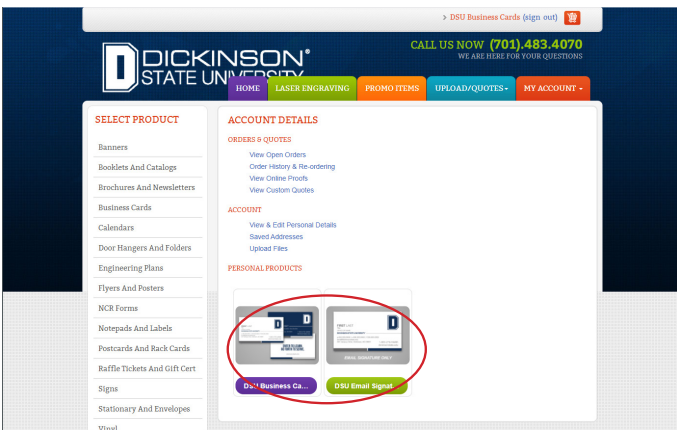
BUSINESS CARD ORDERING INSTRUCTIONS

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

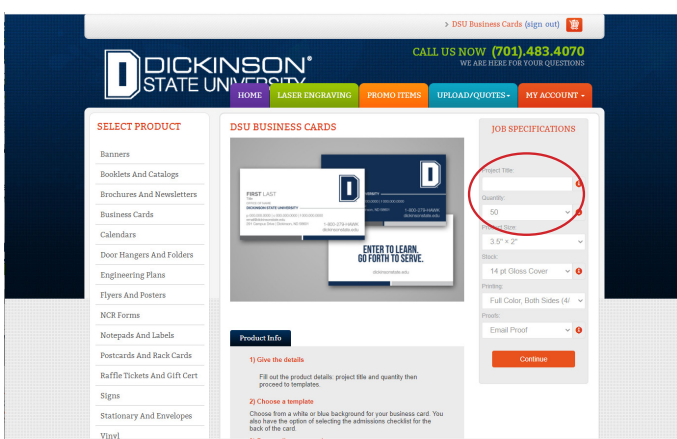
1 SIGN IN Sign in to DSU's account at www.qqprint.net
USERNAME/E-MAIL: **dsu@qqprint.net**
PASSWORD: **dsu1**



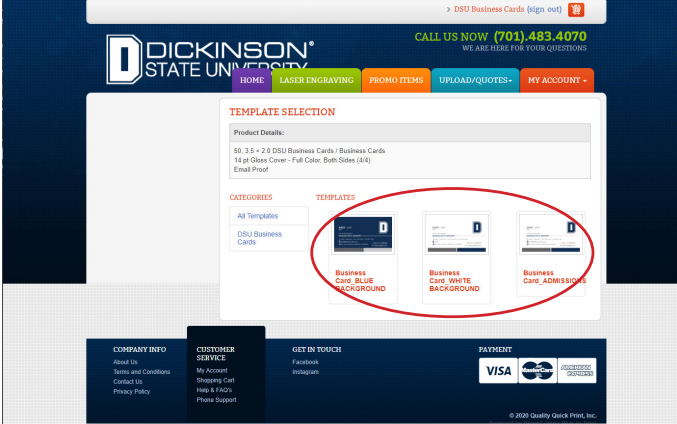
2 CHOOSE Choose **Business Cards** or **Email Signature Only**. Both products can be added to your cart in the same order.



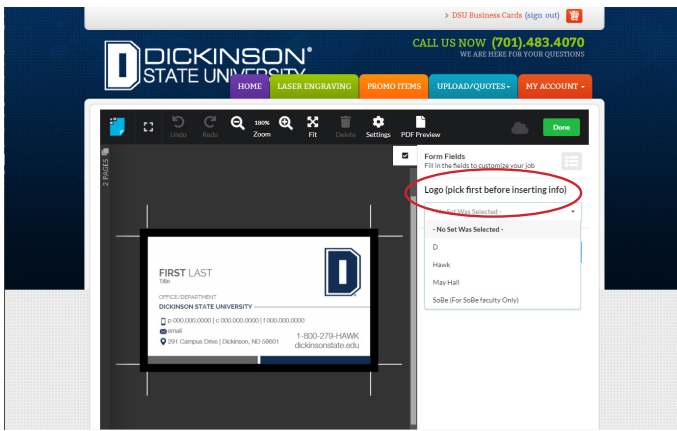
3 DETAILS Enter your name as the project title and select your quantity. Continue to the templates.



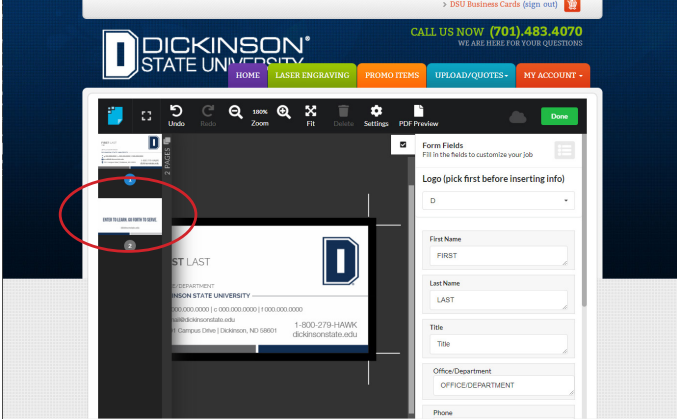
4 TEMPLATE Select your template. Choose from a white or blue background business card. You also have the option to choose to add the admissions checklist to the back side.



5 DESIGN Start designing!
CHOOSE YOUR LOGO before entering your information details.



6 BACK 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.



7 CHECKOUT 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

8 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.