

# Ordering Student Business Cards

To order business cards, go to [www.umc.pitt.edu/store](http://www.umc.pitt.edu/store) and follow the link for Business Cards.

## Step 1: Create Business Cards

- You may enter whatever information you choose, but for standard, professional Katz business cards, the following information should be included:
  - Name, class and concentration
  - Mailing address
  - Phone number
  - Email and LinkedIn address

**STEP 1**  
**Create Business Card**

1 CREATE — 2 ORDER INFORMATION — 3 REVIEW & APPROVE [GO TO STEP 2](#)


**Paper:** \*  **Logo:** \*

**Department:** \*  [HELP](#)

**Name and title:** \*

**Contact information:** \* [HELP](#)

UMC proofreads and fact checks all information submitted.



**University of Pittsburgh**  
*Joseph M. Katz Graduate School of Business*

**Sample Student**  
MBA Class of 20xx  
Operations

100 Example Avenue  
Apartment 301  
Pittsburgh, PA 15260  
000-000-0000  
sample@pitt.edu  
LinkedIn web address

Business cards are limited to 10 lines of text. If you have difficulty adjusting your text to fit on this card, please contact UMC at 412-624-0409.

[GO TO STEP 2](#)

## Step 2: Order Information

- Select the number of cards you want to see the cost.
- In the box labeled "University Account Number", type **"Katz MBA student – personal check"**.
- Enter a delivery address. For most students, this will be **"Mike Chott"**, 301 Mervis Hall
- Enter your contact information to receive a proof to review before printing.
- You may also choose to select a rush order at this point. For an additional \$10, rush orders will be completed and delivered within two business days of UMC receiving payment.

**STEP 2**  
**Business Card Order Information**

1 CREATE — 2 **ORDER INFORMATION** — 3 REVIEW & APPROVE

[GO TO STEP 3](#)  
This will not place your order

Quantity: \*  
250 cards

Your total is:  
**\$19.95**

**University Account Number: \*** [CLOSE TIP]  
Katz MBA student - personal check

**Helpful tip:**  
Provide your 32-digit University account number, usually formatted like ##-####-6890-####-####-####

**Contact information: \***

Sample Student

000-000-0000

sample@pitt.edu

Delivery will be within 5 business days after your final approval. If you need your order within the next two business days a \$10 rush fee will be applied.

Please rush my order

**Delivery address: \*** [CLOSE TIP]  
James Miller  
301 Mervis Hall

**Helpful tip:**  
To ensure proper delivery, please include room number, building, and street address.

[Back to Step 1](#)

[GO TO STEP 3](#)  
This will not

### Step 3: Review and Approve Business Card

- Here you can review your card one last time before placing the order.
- You will need to check the box under approval to agree that you have reviewed the spelling and content of your cards.

**STEP 3**  
**Review & Approve Business Card**


1 CREATE — 2 ORDER INFORMATION — 3 **REVIEW & APPROVE**

**You are about to order:**  
**250 business cards for \$19.95.** [\[change quantity\]](#)

They will be delivered within 5 business days to **Sample Student** at the following address:  
**James Miller**  
**301 Mervis Hall**

**Approval: \***

I understand that by checking this box and approving this business card, I agree that spelling and content are correct. I understand that my document will print exactly as it appears above, that I cannot make any changes once my order has been placed, and that the account number that I have provided is responsible for payment.



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*Joseph M. Katz Graduate School of Business*  
**Sample Student**  
MSA Class of 20xx  
Operations  
100 Example Avenue  
Apartment 301  
Pittsburgh, PA 15260  
000-000-0000  
sample@pitt.edu  
LinkedIn web address

If you have any questions, please contact UMC at 412-624-0408.

Something wrong? [Edit the card.](#)

**PLACE YOUR ORDER**  
Clicking this button will immediately order your cards

[Back to Step 2](#)

### Confirmation Page

Be sure to record the four or five digit Job ID number to put in the memo line of your check.

[Home](#)

Business Card `bc_sample-student_1344882892` has been created.

### Job Status

Job Title: `bc_sample-student_1344882892`

Job ID: 9430

Create d: 2012-08-13 14:34

Status: Corporate Identity: Proofread

## Payment

**\*The only form of payment currently accepted by UMC is personal check.\***

Currently, the only accepted form of payment is personal check. The check should be made to the University of Pittsburgh for the correct amount. You should also write the Job ID in the memo line of the check. Check can be delivered to UMC directly or they can be given to Mike Chott at the front desk of the MBA Suite, 301 Mervis Hall. Mike will deliver the checks to UMC every Tuesday at 1pm. Orders will be taken every other day as career conferences approach.

**\*Cards will not be printed until UMC receives the check\***

## Delivery

**\*Cards will only be delivered to a University of Pittsburgh address.\***

Cards will only be delivered to a University of Pittsburgh address. Most students will want to have their cards delivered to Julie Shuff in 301 Mervis Hall. Mike will email students when their cards are delivered.

**Cards will not be printed until UMC receives payment and the proof is approved.**

**Cards will be delivered within 5 days of receiving both payment and proof approval.**

## Business Card Types and Pricing

White Paper, University of Pittsburgh – Blue

100 - \$14.95

250 - \$18.45

500 - \$21.68

1000 - \$29.95

White Paper, University of Pittsburgh - Blue & Gold

100 – Not available

250 - \$19.95

500 - \$25.95

1000 - \$32.95

Ivory Paper, University of Pittsburgh - Blue

100 - \$15.95

250 - \$20.95

500 - \$25.95

1000 - \$31.95

Ivory Paper, University of Pittsburgh – Blue & Gold

100 – Not available

250 - \$31.95

500 - \$35.95

1000 - \$41.95