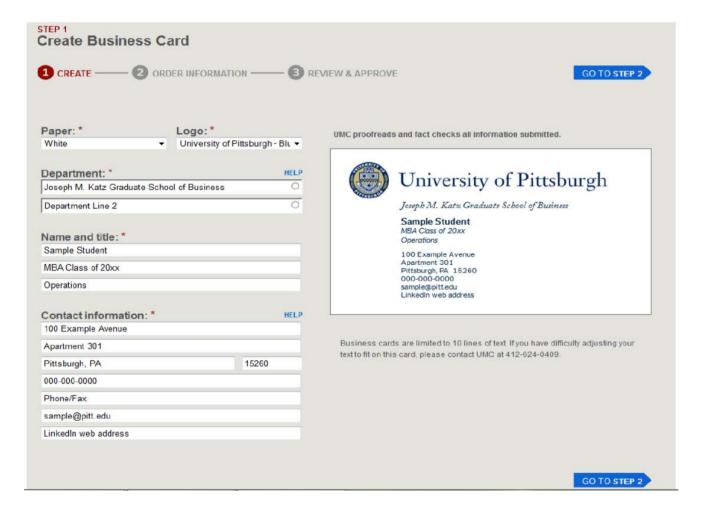
# **Ordering Student Business Cards**

To order business cards, go to 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 0
- 0 Mailing address
- Phone number 0
- Email and LinkedIn address 0



OF BUSINESS

EADY.



#### 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.

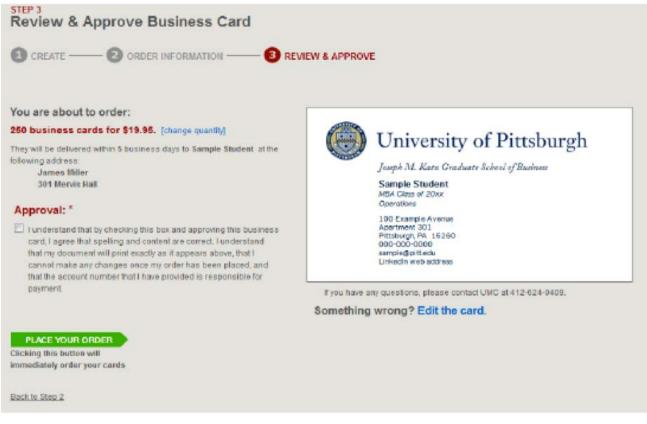
STEP 2 Business Card Order Inform	ation		
CREATE			GO TO STEP 3 This will not place your order
Quantity: * Your to 250 cards • \$19.95			
University Account Number: * Katz MBA student - personal check	(CLOSE TIP)	Contact information: * Sample Student	
Helpful tip:		000-000-0000	
Provide your 32-digit University account number, usually formated like ## ######6890-00### #0###	w	sample@pitt.edu	
Delivery will be within 5 business days after your fin. need your order within the next two business days a applied.			
Delivery address: *	(GLOSE TP)		
James Miller 301 Merris Hall	đ		
Helpful tip: To ensure proper delivery, please include room num streel address.	iber, building, and		
Back to Step 1			GO TO STEP 3 This will not

READY.



#### 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.



#### **Confirmation Page**

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

OF BUSINESS

Home

Business Card bc\_sample-student\_1344882892 has been created.

### Job Status

Job Title: bc\_sample-student\_1344882892 .lob ID: 9430 Created: 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.

PITTSBURGH

SCHOOL

EADY.

# 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

