# **Ordering Student Business Cards**

To order business cards, go to <u>www.umc.pitt.edu/store</u> 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:

- a. Name, class and concentration
- b. Mailing address
- c. Phone number
- d. Email and LinkedIn address

STEP 1 Create Business Card		EVIEW & APPROVE GO TO STEP 2
Paper: * Logo: * University of Pit		UMC proofreads and fact checks all information submitted.
Department: * Joseph M. Katz Graduate School of Business Department Line 2 Name and title: * Sample Student MBA Class of 20xx Operations		University of Pittsburgh Joseph M. Katz Graduate School of Business Sample Student MBA Class of 20xx Operations OO Example Avenue Apartment 301 Pittsburgh, PA 15260 000-000-0000 sample@pittedu Linkedin web address
Contact information: *	HELP	
100 Example Avenue Apartment 301 Pittsburgh, PA 000-0000 Phone/Fax sample@pitt.edu LinkedIn web address	15260	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 "James Miller, 301 Mervis Hall"

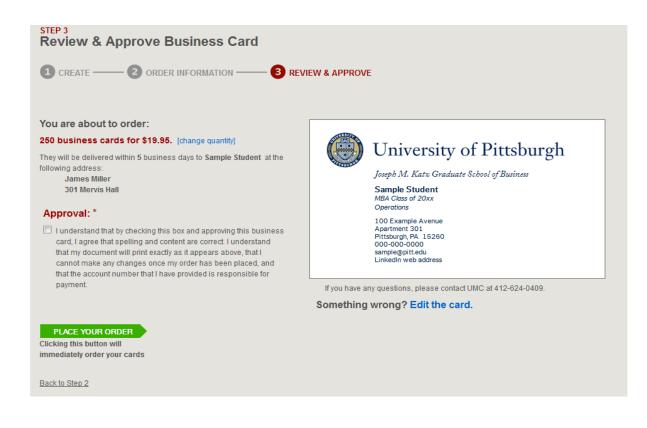
Enter your contact information to receive a proof to review before printing.

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				
CREATE      ORDER INFORMATION      3 F	This	O TO STEP 3 will not e your order		
Quantity: *Your total is:250 cards•\$19.95				
University Account Number: * [CLOSE TIP]	Contact information: *	_		
Katz MBA student - personal check	Sample Student			
Helpful tip: Provide your 32-digit University account number,	000-000-0000			
usually formatted like ## #####-6890-####################################	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.				
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	· · · · · · · · · · · · · · · · · · ·	O TO STEP 3		

#### 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.

Home

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

# Job Status

Job Title: bc\_sample-student\_1344882892 Job 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 James Miller at the front desk of the MBA Suite, 301 Mervis Hall. James will deliver the checks to UMC every Tuesday at 1pm, beginning Tuesday 21 August.

## \*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 James Miller in 301 Mervis Hall. James 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	Ivory Paper, University of Pittsburgh - Blue
100 - \$14.95	100 - \$15.95
250 - \$18.45	250 - \$20.95
500 - \$21.68	500 - \$25.95
1000 - \$29.95	1000 - \$31.95
White Paper, University of Pittsburgh - Blue & Gold	Ivory Paper, University of Pittsburgh – Blue & Gold
100 – Not available	100 – Not available
250 - \$19.95	250 - \$31.95
500 - \$25.95	500 - \$35.95
1000 - \$32.95	1000 - \$41.95