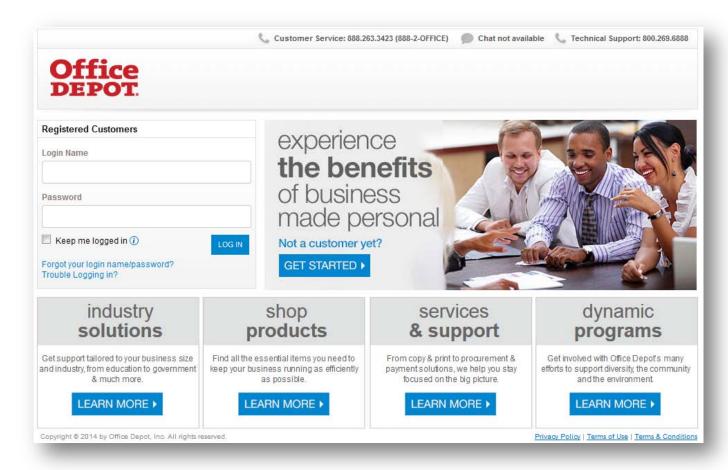
How will you access your new Custom Stationery Online site?

Ordering Process Step 1:

Enter "Login Name" and "Password"

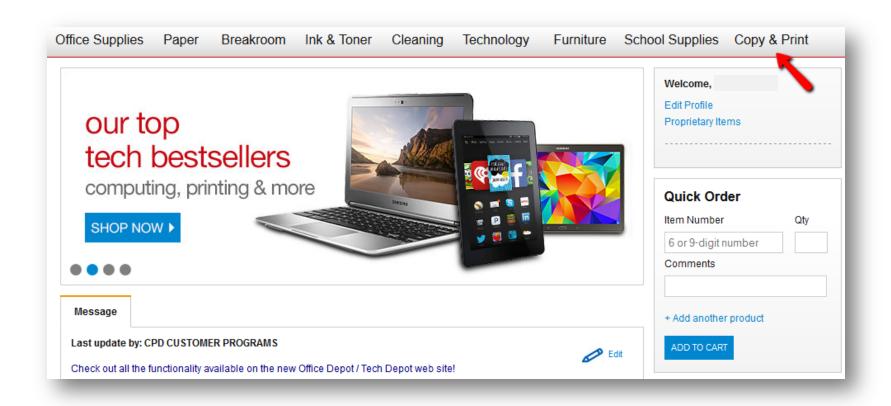






Ordering Process Step 2:

Select "Copy & Print"

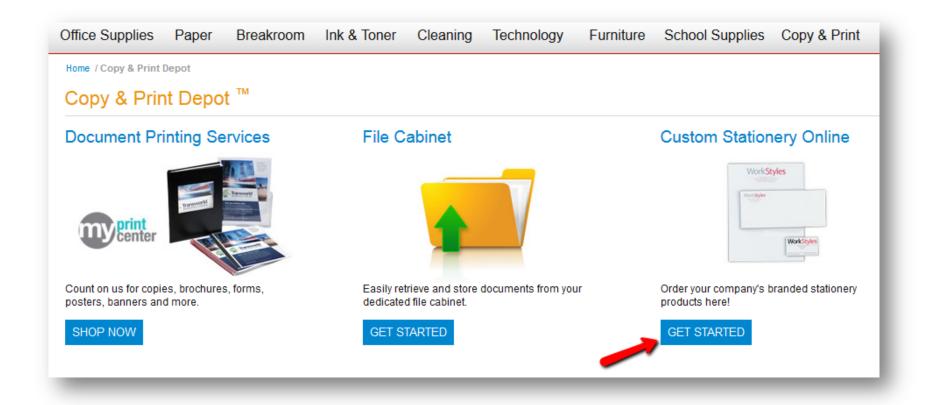






Ordering Process Step 3:

Select "Get Started" under Customer Stationery Online

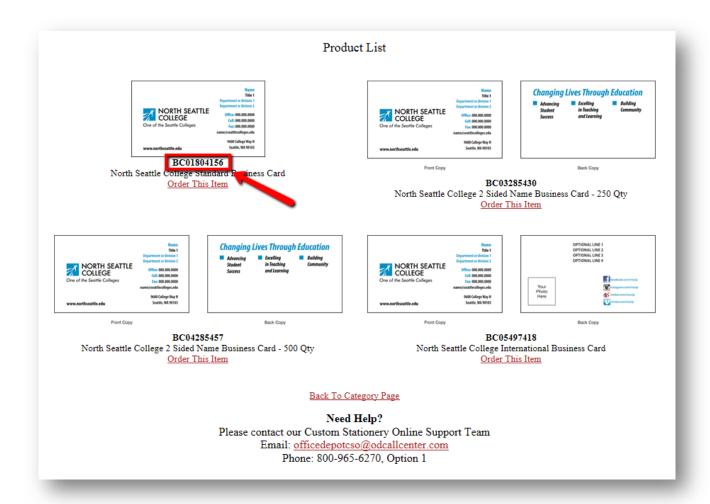






Ordering Process Step 4:

Select from "Product List"







Ordering Process Step 5:

Select quantity, enter and select Imprint Information, click "Next"

Item Information		
Item Number: BC01804156		
Description: North Seattle College Standard Business Card		
Quantity: 1 V		
Quantities are for Boxes of 500 Pieces.		
Imprint Information		
Information will be printed exactly as you type it.		
Name:	Name	
Title:	Title	
Department or Division 1:	Department 1	
Department or Division 2:	Department 2	
Address:	9600 College Way N	
City, ST Zip:	Seattle, WA 98103	
Office:	000.000.0000	
Phone 2 Custom Tag:	Mobile	
Phone 2:	000.000.0000	
Fax:	000.000.0000	
Email:	name	@seattlecolleges.edu
	Next 🕂	

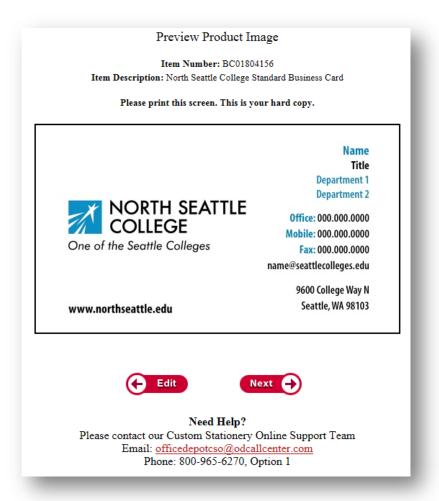




Ordering Process Step 6:

Review proof for accuracy, scroll down, select "Edit" to modify or "Next"

• Please review carefully. The product will print exactly how it appears on proof.



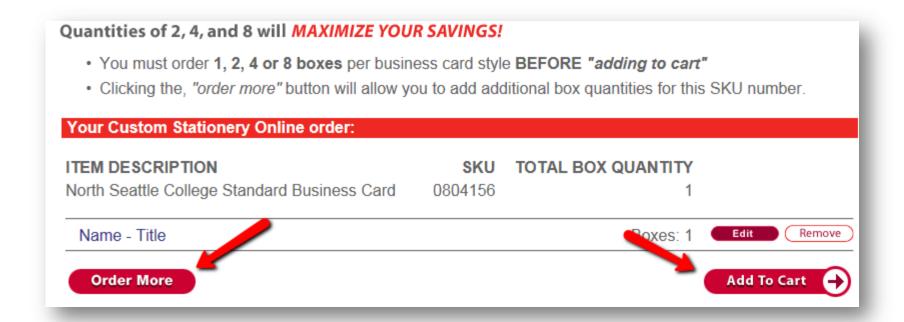




Ordering Process Step 7 (Business Cards Only):

Select "Order More" to continue ordering the same product (must ship to the same location), "Add To Cart" to begin checkout

- You must order 1, 2, 4 or 8 boxes of cards.
- If a qty other than 1, 2, 4 or 8 boxes is wanted you will need to add these to the cart and return to CSO to order more.







Ordering Process Step 8:

When finished ordering, select "Checkout" to enter billing and shipping data

