

Business Cards

Ordering business cards in Print Shop Pro is easy and requires no extra forms or steps. All of the options are provided, please keep in mind that the University has guidelines for business cards, depending upon the position of the employee and the area in which they are employed on campus. The following policies must be adhered to when it comes to ordering business cards:

****All faculty are required to use the business card options with the official seal. This also applies to:**

- The University President
- The President's staff
- The President's Cabinet
- Emeritus Faculty and Presidents



ONLY the above-mentioned staff and faculty may use the official seal.

- Exceptions must be approved by the President's Designee, Chief of Staff.

University Staff are required to use a business card version that includes the "Sacramento State" logo.



If you select the social media back option, the addresses provided must be a University sanctioned and focused social media account that includes and approved university name in the account title/handle/url. If your department does not have one or more of social media options, the University accounts are the default.

For questions or concerns regarding the business card options, please contact us at: universityprint@csus.edu

Order Example: Placing a Business Card Order

Step 1

From the home page of Print Shop Pro, you can either click on the 'Business Cards' icon on the homepage, or you can use the drop-down menu at the top of the page titled: 'New Order' and select 'Business Cards' from the list.



Step 2

Now you will choose the option that is appropriate for your order and click on the corresponding icon. For this example, we will choose a full color, staff card with a blank back.




You will automatically be directed to the next page, where you will enter in the information for the card(s) you are ordering.

Step 3

Fill in the information for the card.

Full Name:	<input type="text" value="Laura O'Neill"/>	Enter your full name. Example: First Last, Ph.D.
Title:	<input type="text" value="Administrative Support Coordinator, II"/>	Enter Title, e.g. Printing Services Manager
Department:	<input type="text" value="University Print & Mail"/>	Enter Department/and or College e.g. College of Education
Building & Room:	<input type="text" value="Facilities, 114"/>	Enter Building & Room # e.g. Tahoe Hall 131
Mail Stop:	<input type="text" value="6115"/>	Enter 4-Digit Mail Stop, e.g. MS 6999
Telephone Number:	<input type="text" value="916-278-6915"/>	Enter telephone number with area code e.g. (916) 278-9999
Cell Phone Number (Optional):	<input type="text"/>	
Fax Number (Optional):	<input type="text"/>	
Other Phone Number (Optional):	<input type="text"/>	Optional Additional Phone Number. Example: Home or Office
My Sac State Email:	<input type="text" value="lonell"/>	Email address must be a csus.edu address. Example: name@csus.edu
Sac State Website URL:	<input type="text" value="csus.edu/aba/university-print"/>	Website url must be a csus.edu official page



»Please note: Under "My Sac State Email" you must only enter the characters up to the @ in your email. Print Shop Pro auto populates, "@csus.edu".

Once you have entered in all the information, click 'Continue'.

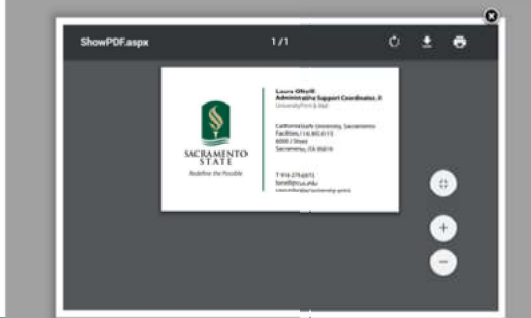

Step 4

Now you will be shown a proof of your card. Please review this carefully. If you have no changes, close the proof.

Proofread Your Order

Verify the text for this order is correct and click "Continue." To make changes, click "Back."

Opt3A - 3 Color (1 Side)



Preview PDF

Full Name: Laura O'Neill
Title: Administrative Support Coordinator, II
Department: University Print & Mail
Building & Room: Facilities, 114
Mail Stop: 6115
Telephone Number: 916-278-6915
Cell Phone Number (Optional):
Fax Number (Optional):
Other Phone Number (Optional):
My Sac State Email: loneill
Sac State Website URL: csus.edu/aba/university-print

Text approved?
Digital proof accepted?

Back **Continue**

Step 5

Once you have closed the proof, you will be asked to verify the proof again. You can print the proof by clicking on 'Preview PDF'. Once you have verified that all information is correct, you will need to click on 'Text approved?' and 'Digital Proof accepted?' boxes in order to continue.

Step 6

Now you will select the speedtype for the business card order and select the quantity of cards you wish to have made.

Contact and Order Information

Order Information

Job Name: Opt3A - 3 Color (1 Side) for Laura M O'Neill

Contact Information

Contact Name: Laura M O'Neill

Phone Number: 916-278-6915

Site / Dept: University Print - General

Speedtype Number

Please Select

Additional Billing Instructions

Quantity


- 250 (\$40.00)
- 500 (\$45.00)
- 1000 (\$60.00)

Note: Please indicate the name of individual on the card you are ordering if the card is not for yourself.


Step 7

Print Shop Pro will now ask you to verify the shipping information for your cards. Business cards are typically mailed to the name and mail stop indicated on the card itself, not necessarily the person placing the order. If you would like the cards sent to someone other than the name on the card, please select "ship to Address" and enter the correct address information.

Shipping Information

Suggested Due Date 

Delivery

- Hold For Pick Up
- Ship To Address 
- Ship to Site

Attn

Mail Stop or Area

Shipping Address


Address2

City

State (Abbreviation)

Postal Code

Country



Step 8

Now we can view our order summary. You can view your business card again by clicking on 'Preview PDF'. Verify the information one final time and when you are ready to place the order, click 'Finish'. You can also choose to save the order as a quote, or cancel the order entirely

Order Summary

Order #: 740
Order Name: **Opt3A - 3 Color (1 Side) for Laura M O'Neill (250)**
Total Price: \$40.00

[Preview PDF](#) ←

Template Field Entries

Full Name: Laura O'Neill
Title: Administrative Support Coordinator, II
Department: University Print & Mail
Building & Room: Facilities, 114
Mail Stop: 6115
Telephone Number: 916-278-6915
Cell Phone Number (Optional):
Fax Number (Optional):
Other Phone Number (Optional):
My Sac State Email: loneill
Sac State Website URL: csus.edu/aba/university-print

[Back](#) [Save as Quote](#) [Cancel Order](#) [Finish](#) ←