

# ORDERING BUSINESS CARDS

1. Go to <https://www.nationsprint.com/clients/naz/index.cgi> and have your **department billing account number** handy.
2. The first time you use this site, create an account.
3. Enter your name as directed.
4. On the left hand side of the screen, click "Business Cards."
5. Click on the purple button that says "Add" under the words "Custom Business Card" at the center of your screen
6. Fill out all of the information on the form, you will be prompted by the system if any required information is missing. The system will auto generate what your card will look like as you enter your information.
7. Click the purple button "Checkout" when the form is completed.
8. You will then see an instant proof of your card to ensure that everything looks correct. If you need to make any changes, click the purple button "Cancel" and it will take you back to the entry form to make any changes you need. ***You are responsible for the proofing of your cards based on the information you enter. You will need to check the box to accept the layout and costs associated with the order before you can proceed.***
9. If everything looks good, click on the purple button that says "Accept Proof."
10. Then enter requestor and shipping information.
11. Click on the purple button "Billing Info" where you will then be required to enter your Department Billing Number.
12. Review your order carefully. Click "send order" and you should get an emailed confirmation.
13. Your cards should arrive within a week's time!



FRONT



BACK

**\$30**  
plus shipping  
(250 cards)