

1. Click "Business Cards"



2. Click "Continue" or on Product Image to open business card template.



3. Enter Text for Business Card then click "Preview"

TEXAS A&M UNIVERSITY KINGSVILLE

My Account | Logout cfctest

Home
Administration
Browse Products
Business Cards

TAMUK Business Card
tkbf01

Reset Fields

Name	Name
Title Line 1	Title
Title Line 2	Title Line 2
Department	Dept Name
MSC (Only Enter Number)	0000
Address	8610 Botts Ln.
City, State Zip	San Antonio, TX 78217
Phone Type	Office
Phone Number	210-524-9229
Fax #	
Email Address	email@tamuk.edu

Preview

You must Preview before you accept the proof.

Quantity: 500 1000 I accept the proof.

4. Inspect Preview. Close preview window to approve or make changes. You can change text and pre-view as many times as needed.

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Preview Window

1 of 1 Automatic Zoom

NAME
TITLE
TITLE LINE 2

TEXAS A&M UNIVERSITY KINGSVILLE

DEPT NAME
MSC 0000 - 8610 BOTTS LN. - SAN ANTONIO, TX 78217
OFFICE (210) 524-9229
E-MAIL email@tamuk.edu

you must Preview before you accept the proof.

5. When card is correct, check "I accept the proof" and click "Add to Cart"

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Reset Fields

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Email Address	email@tamuk.edu

Preview

You must Preview before you accept the proof.

Quantity: 500 1000

I accept the proof.

Add to Cart

6. Add to Cart button brings you to view Cart contents. Click "Business Cards" again to add another card. If complete, click "Continue"

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My Account | Logout cfctest

1.Products > 2.Checkout > 3

ORDER SUMMARY

Product	SKU	Set
1 TAMUK Business Card - Name	tkbf01	

Please review cart before continuing

Continue

7. Add Shipping Address

My Account | Logout cfctest 1.Products > 2.Checkout > 3.Shipping > 4.Payment

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Select Shipping Address

Chris_Canatella - 8610 Botts - San Antonio - TX

Add/Modify Shipping Address

First Name Firstname
Last Name Lastname
Contact Name
Company Name TAMUK
Address 8610 Botts
City San Antonio
Country USA
State TX
Zip 78217
County
Phone 210-555-0000
Extension
Email email@tamuk.edu

Continue

8 Confirm or change shipping address.

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My Account | Logout cfctest 1.Products > 2.Checkout > 3.Shipping > 4.Payment

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Ship to Address

Firstname Lastname
TAMUK
8610 Botts
San Antonio, TX 78217
USA

[Change Address](#)

Shipping Method

UPS

Continue

9. Leave "invoice" selected as Billing Method. Click "Confirm and Submit" to complete order.

TEXAS A&M UNIVERSITY KINGSVILLE

My Account | Logout cfctest 1.Products > 2.Checkout > 3.Shipping > 4.Payment

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Invoice will be sent when order is received.

Order Information

CUSTOMER INFO Chris Canatella BCT 8610 Botts San Antonio, TX 78217	SHIPPING ADDRESS Firstname Lastname TAMUK 8610 Botts San Antonio, TX 78217 210-555-0000 Shipping Method: UPS
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SKU	Product	Date Added	Set Size	Qty (Set)
tkbf01	TAMUK Business Card - Name	11/19/2018 2:39:41 PM	1	500

Order Options

Order Notes

Select Billing Method

Invoice Invoice will be sent when order is received.
 Purchase Order

Confirm and Submit