



# How to Order Business Cards

## Valdosta State University

### Print Shop

ADDRESS 1500 N. Patterson St. • Valdosta, GA 31698-0215 • PHONE 229.333.2162

#### Step 1 LOGIN

To order business cards, login to Print Shop Pro WebDesk, our online ordering system.

[https://pspsrvcs.valdosta.edu/PSP/app/PSP\\_Start.asp](https://pspsrvcs.valdosta.edu/PSP/app/PSP_Start.asp)

#### Step 2 NEW ORDER

From the home page choose the **New Order** drop down list located on the top menu and select **Store Item**. You will see business cards listed under the **Featured Categories** page.

#### Step 3 QUANTITY

Choose the **Quantity** of BCs you want.

#### Step 4 ADD TO CART

#### Step 5 CHECKOUT

Verify quantity and cost in the **Shopping Cart** and **Checkout**.

#### Step 6 CONTACT INFO

If your information does not automatically populate the form, enter your contact info, the account number (unless it is a cash/check purchase\*) and shipping info.

#### Step 7 BUSINESS CARD INFORMATION

In the **Special Instructions/Notes** text box enter the information you would like on your business card and which card options you would like.

#### Step 8 SUBMIT ORDER

#### Step 9 ORDER PROCESS COMPLETE

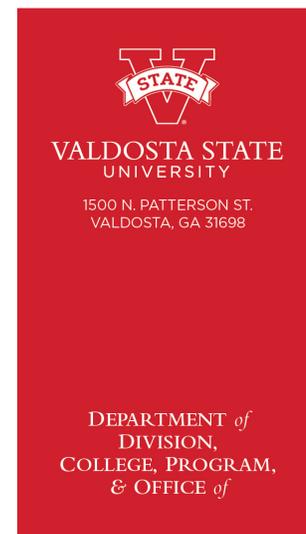
You will see the following message when successful.

Your **Store** order has been submitted! Your ticket number is 00. Click [Here](#) to print a hard copy of the ticket for your records. In the meantime, the staff in the print shop will review and process your order. If the print shop has any questions, they will contact you. Thank you for your order.

You may check on the status of you order in the **My Orders** section.

*\*For those departments that do not supply business cards, individuals may purchase their own cards by cash or check. In that event you will still need to submit a **Store Item Order** for business cards. If you do not have an account, login to PSP Webdesk to register. When you reply to the Registration email please follow the instructions and also indicate that you want to purchase business cards for yourself.*

### Business Card Template With V-State Back



#### 2-Sided Card Cost

Quantity	Cost
250	\$30.00 per 1/2 box
500	\$40.00 per box
1,000	\$57.00 per 2 box