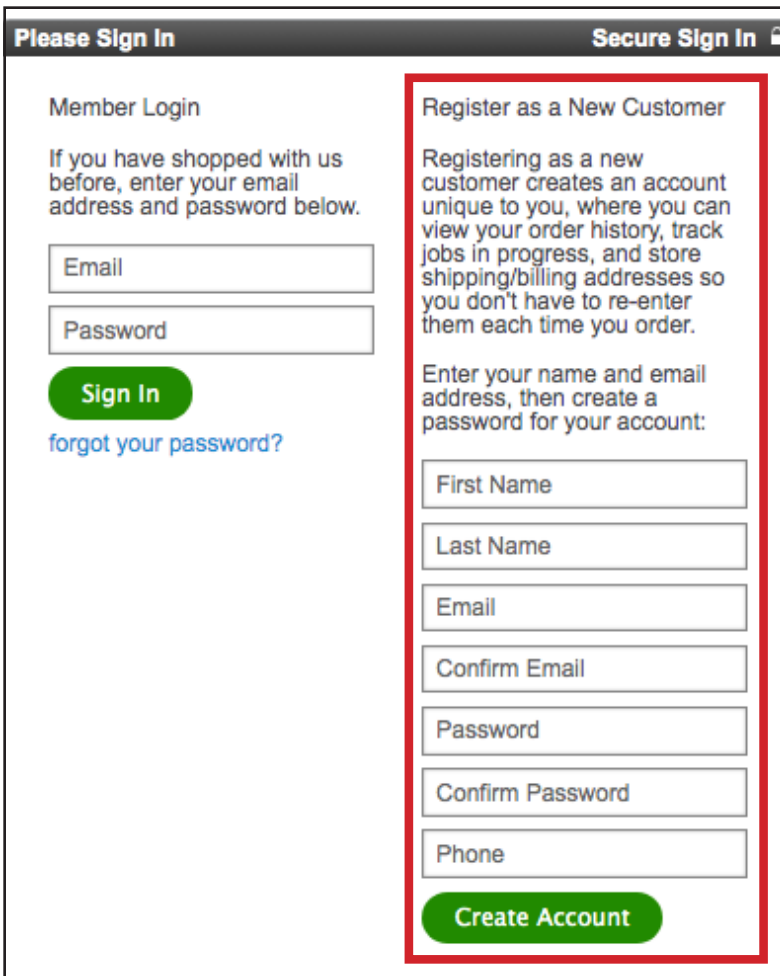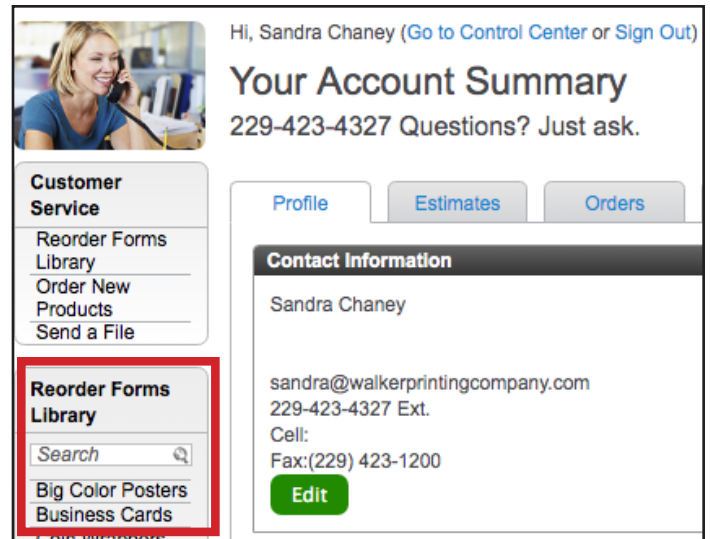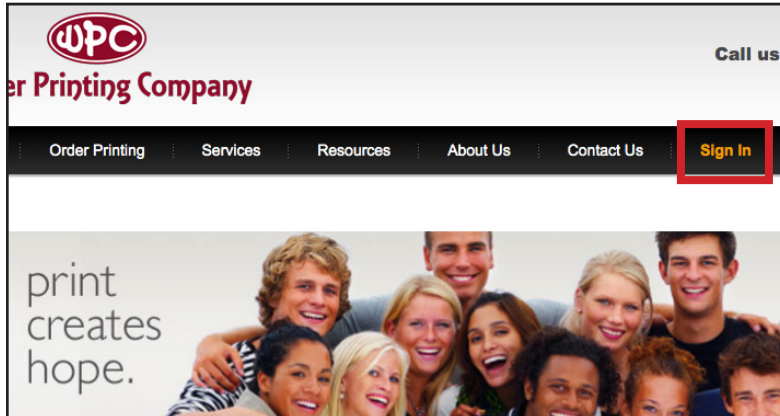# INSTRUCTIONS FOR ORDERING BUSINESS CARDS

DO NOT process without having obtained a P.O. number first

1. Visit https://walkerprintingcompany.secureprintorder.com Click on "Sign in" and complete the information under "Register as a New Customer"

4. You should see "Library Reorder Forms" on the left of the page. The template is loaded here for business cards. Simply complete all of the order information and follow the online instructions.

5. After entering all information, please "Click to enlarge preview" or "View Proof File (PDF)" at the bottom below the item image and **PROOFREAD CAREFULLY.** DO NOT proofread only from the data lines where you enter; you will also need to check the placement of the data on the proof. The printer does NOT proofread items when they are submitted online. *You will be responsible for reprints due to mistakes that are made when the data is entered.*

2. The printer will receive an email that you wish to create an account. They will add you as a user to the MGSU account. (This may take up to 24 hours).

3. The printer will send you an email when you have been assigned to the MGSU account with a link for you to login in. After you login for the first time, please edit/complete your contact information to add shipping address, phone, fax, etc.

6. Your order will go to an "Approver" at the university. After the order is approved, your order will be shipped or delivered in about 7 business days.