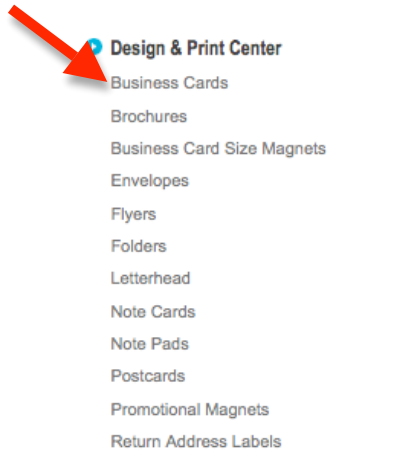




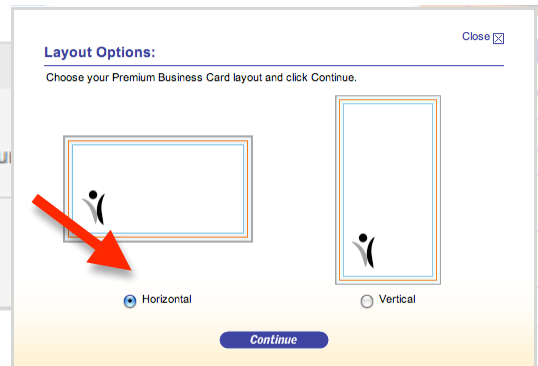
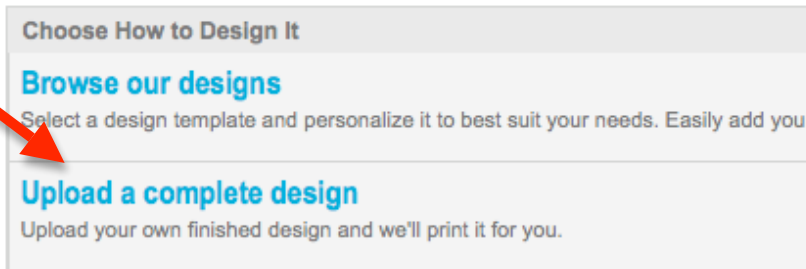
Custom *Become a Sigma Nu* Business Card Printing Instructions

1. Go to www.sigmanu.org/vbrmarketingmaterial
2. Download the following templates(remember where you save them)
 - o **BusinessCard1.pdf**
 - o **BusinessCard2.pdf**
3. Go to <http://www.fedex.com/us/office/> and click on **Business Cards & Letterhead** under **Quick Access**

- On the left, under **Design & Print Center** choose **Business Cards**.



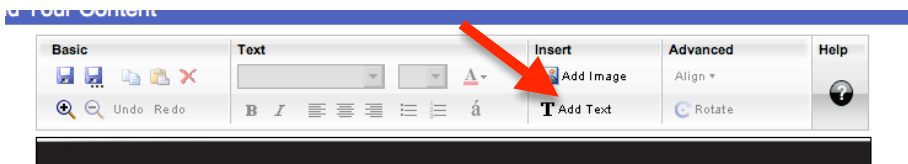
- Then click on **Upload a complete design** and choose **Horizontal**.



- Under **Upload Your Image** select **Browse**.
- Then choose either **BusinessCard1.pdf** or **BusinessCard2.pdf**.
- Once the image has uploaded, in the lower right hand corner, click **Next**.



9. From the toolbar above the image, under Insert, click on the **Add Text** button. This will automatically create a text box for you.



10. Edit the size of the text box to your desired size and position.
11. Double click on the text box, this will allow you to edit the text. Don't click away from the text box until you are done editing your text.



12. Under the image there is a box titled **Online Proof Approval**. Read the statement, click the blank box at the bottom and type in your initials. Then in the lower right hand corner, click **Next**.

Online Proof Approval

By initialing below, I agree that the spelling, content and layout are correct. I understand that my document will print exactly as it appears above and that I cannot make any changes once my order has been placed. I understand that my access to and use of the content on this web site are subject to the [Customer Terms of Use](#) in addition to the [Terms of Service](#) .

Please read the statement above and initial to approve:

13. If you are a new customer, you will have to create an account. Creating an account will allow you to save your work for later, keep track of what you already ordered, track your packages, etc. If you already have an account, just sign in.

Please Sign In to Save your work

What is your e-mail address?

E-mail:

Do you have a FedEx Office password?

- No, I am a new customer.
 Yes, I have a password.

First Name:

Last Name:

Please choose a password you can easily remember:

* Required Fields

* Password:

* Password Again:

Password Hint:

Enjoy special offers from FedEx Office :

Please add me to FedEx Office Design & Print Center exclusive mailing list. I
promotional offers.

[Sign Up](#) ▶



14. Choose the quantity you want from the drop down menu provided and then click **Next** in the lower right hand corner.

Choose Quantity

Stock up now! The more you buy the more you save.

Quantity	Price	Price Per Piece	Savings Per Piece
<input checked="" type="radio"/> 250	\$29.99	\$0.12	-----
<input type="radio"/> 500	\$39.99	\$0.08	33%
<input type="radio"/> 1000	\$49.99	\$0.05	58%
<input type="radio"/> 2500	\$69.99	\$0.03	77%

15. Under **Stock**, choose the type of paper you want to use and then click **Next** in the lower right hand corner.

Choose Paper Stock

Exude quality with heavy, 100-lb. Super Premium stock. Smooth, matte finish.

- Matte Finish - **INCLUDED**
 Glossy Finish - **\$10.00**
 100-lb. Premium Matte Paper - **\$10.00**

16. Next, choose which option you'd like for the back side of your business cards. Then click **Next** in the lower right hand corner.

Quantity Paper Stock **Back Side** Matching Accessories

Choose Back Side Options

Give people another reason to keep your card within reach. A tip chart, calendar or appointment on the back side will do the trick!

Blank | No Printing **FREE**

Your Back Side | Color **\$20.00**

Your Back Side | Black & White **\$20.00**

[View Larger / Edit](#)

Your Current Premium Business Cards Design

**BECOME SOMETHING MORE
BECOME A SIGMA NU ΣΝ**

INTERBROTHERHOOD
FRIENDSHIP
DIVERSITY
SERVICE
EXCELLENCE
ATHLETICS
COURAGE
EDUCATION
LEADERSHIP
HONOR
TRUTH
RESPECT

Your Front Side

Your Back Side

View Back Side Categories: Starting at \$20.00

Appointment

For
Date
Time

If you are unable to keep your appointment, please contact us as soon as possible.
Phone / Other

Appointments (12)

Company Name

2009

Calendars (7)

Company Name

Offer your customers a special discount or a free gift - and give them a reason to act now. For example, "Call today and take 25% off your first appointment!"

Special Offer

Frequent Buyer Cards (12)

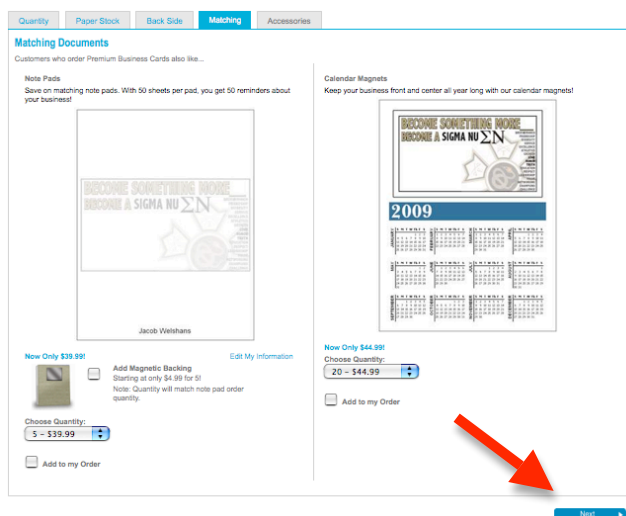
Hours of Operation

Company Name

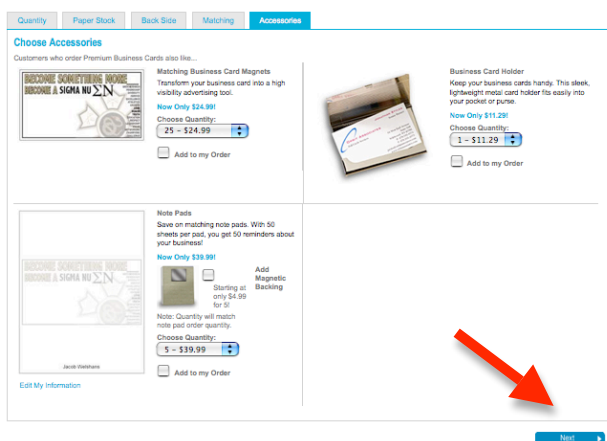
Hours of Operation (1)

Displaying 1-4 of 12 Categories

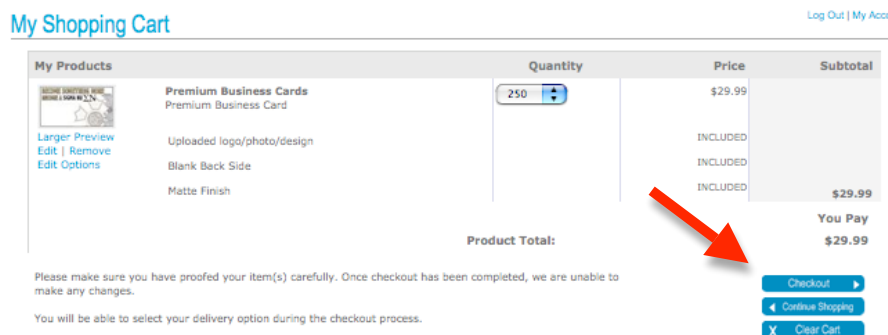
17. It will then ask you if you want to purchase any “Matching Documents.” If you want, choose the documents you’d like to add. There is also a link in the lower right corner to “See more matching documents.” If you **DO NOT WANT** to purchase any matching documents, click **Next** in the lower right hand corner.



18. FedEx will ask you to “Choose Accessories.” Choose the ones you want, or if you don’t want any, click **Next** in the lower right hand corner.



19. You can now edit your Shopping Cart if you’d like. Select one of the options in the lower right hand corner. Choose **Checkout** or **Continue Shopping**.



20. Once you've clicked Checkout, choose a **Delivery Time** and enter a **Delivery Address**. Then, click **Next** in the lower right hand corner.
21. Enter **Billing Address** and click **Next** in the lower right hand corner.
22. Enter in **Payment Information** and click **Next** in the lower right hand corner.
23. Now review the Order Details and **Place your Order**.
24. Your Business Cards are now ordered!