



Custom *Become a Sigma Nu* Magnet Printing Instructions

1. Go to www.sigmanu.org/vbrmarketingmaterial
2. Download the following templates(remember where you save them)
 - **Magnet.custom.pdf**
 - **Magnet.sigmanu.pdf**
3. Go to <http://www.fedex.com/us/office/> and click on **Business Cards & Letterhead** under **Quick Access**. (This will lead you to **Custom Printed Magnets**)

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- Business Cards & Letterhead
- Business Solutions
- Cards & Calendars

FedEx OfficeSM Print Online

Full-Color Brochures

Print professional documents, like the sample above, right from your desk with FedEx OfficeSM Print Online.

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Enter print job or shipment tracking #:

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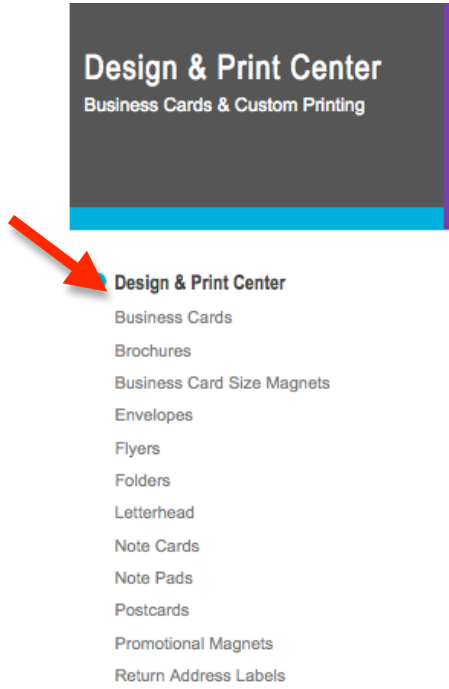
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The new FedEx Office.

4. On the left, under **Design & Print Center** choose **Business Card Size Magnets**.



5. Click on **Get Started** under **Business Magnets – Small**.

Custom Printed Magnets

Printed on a durable high-strength magnet

- ▶ Order today and receive in as few as 3 days
- ▶ Create in minutes
- ▶ Choose from hundreds of designs



Business Magnets - Large



Starting at \$44.99

Large enough to get your marketing message across and include a promotional offer.

[Details and pricing](#)

[Get Started](#)

Calendar Magnets - Large



Starting at \$44.99

Make a big impression and keep your name in front of customers all year long.

[Details and pricing](#)

[Get Started](#)

Photo Magnets - Large



Starting at \$44.99

Share a special photo with family and friends. Enclose your photo magnet with cards or gifts.

[Details and pricing](#)

[Get Started](#)

Business Magnets - Small



Starting at \$24.99

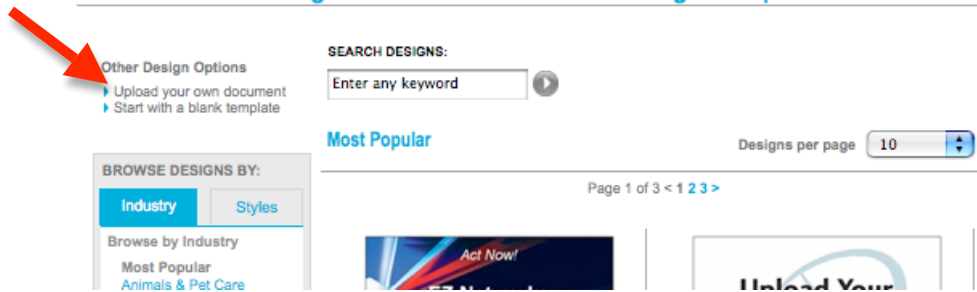
Stay visible with magnetic business cards and get non-stop advertising for repeat business.

[Details and pricing](#)

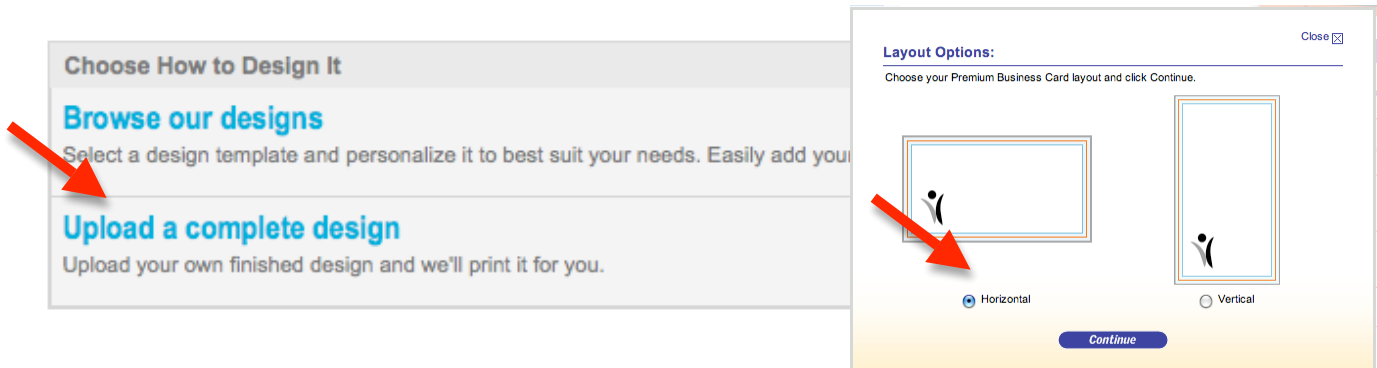
[Get Started](#)

6. Under **Other Design Options**, choose **Upload your own document**

Small Business Magnets: Browse or Search Design Templates



7. Click on **Upload a complete design** and choose **Horizontal**.

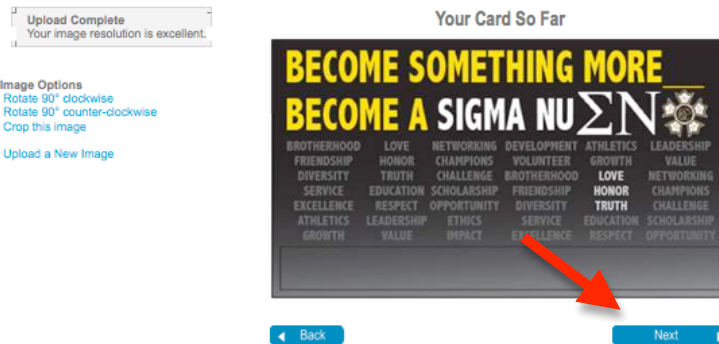


8. Under **Upload Your Image** select **Browse**.

9. Choose **Magnet.custom.pdf** or **Magnet.sigmanu.pdf**.

10. Once the image has uploaded, in the lower right hand corner, click **Next**.

Upload Your Image



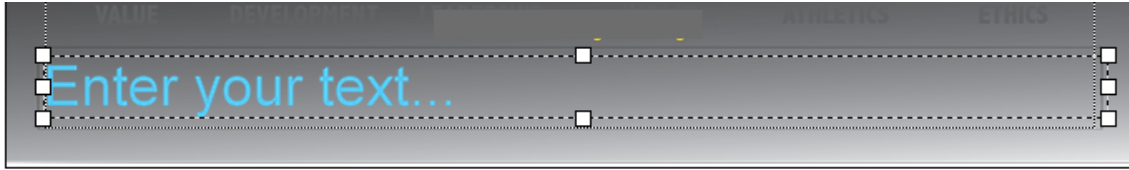
11. From the toolbar above the image, under **Insert**, click on the **Add Text** button. This will automatically create a text box for you.

- *If you chose **Magnet.sigmanu.pdf** you **DO NOT** Add Text (**Skip to Step 14**)

4 Your Content



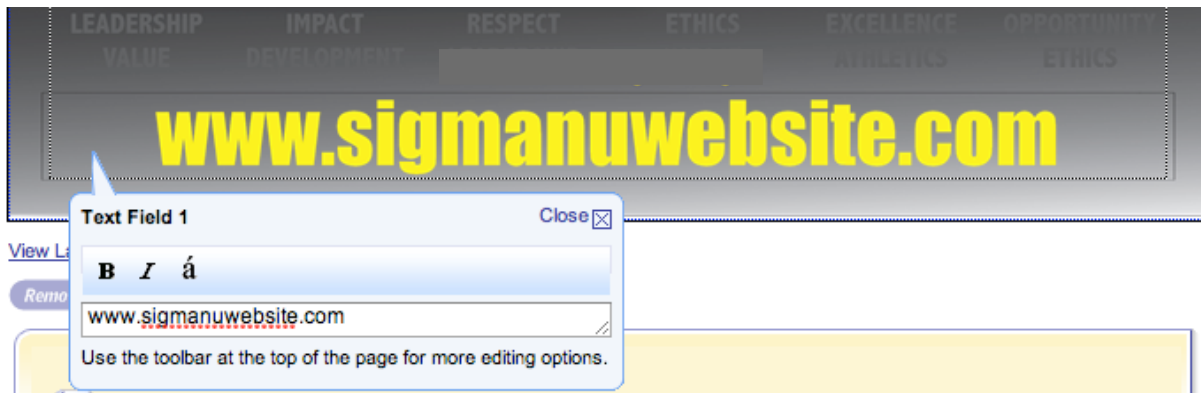
12. Edit the size of the text box to match the box at the bottom of the uploaded image.



13. 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.

14. To edit:

- First, type the URL to your chapter's website (or enter in other information)
- You can then edit the font, text size and color, and justification of your text



15. Under the image there is a box title **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:

16. 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 :

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[Sign Up ▶](#)

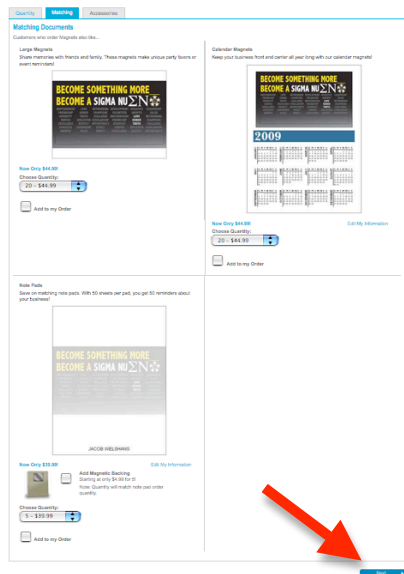
17. Choose the quantity you want from the drop down menu provided and then click **Next** in the lower right hand corner.

Choose Quantity

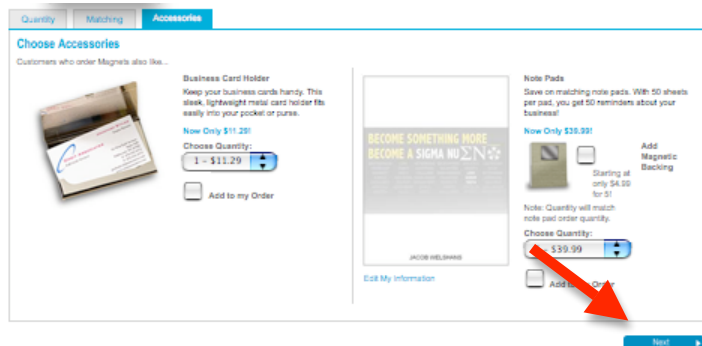
Stock up now! The more you buy the more you save.

	Quantity	Price	Price Per Piece	Savings Per Piece
<input checked="" type="radio"/>	25	\$24.99	\$1.00	----
<input type="radio"/>	100	\$54.99	\$0.55	45%
<input type="radio"/>	500	\$134.99	\$0.27	73%
<input type="radio"/>	2000	\$399.99	\$0.20	80%

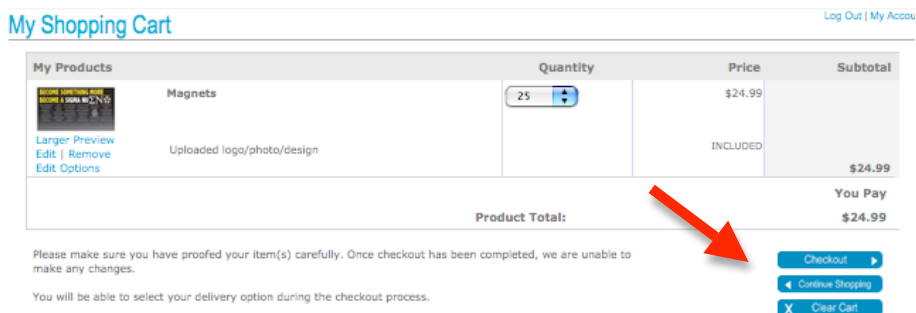
18. You will be asked if you want to purchase any “Matching Documents.” If you want, choose the documents you’d like to add, there is also a link in the lower right corner to “See more matching documents.” If you **DO NOT WANT** to purchase any matching documents, click **Next** in the lower right hand corner.



19. 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.



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



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