



Custom *Become a Sigma Nu* Magnet Ordering Instructions

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

The screenshot shows the FedEx Office website interface. At the top, there are navigation tabs for 'Copy & Print', 'Marketing Products', 'Office Services', and 'Ship'. Below this is a search bar and a main banner area with the text 'Welcome to FedEx Office.' and 'SAVE UP TO 55% on large-volume color print jobs. Save now >'. The 'Quick Access' menu is visible on the left, with a red arrow pointing to the 'Business Cards' option. Other options in the menu include 'Upload & Print Online', 'Design & Print Online', 'Signs & Banners - Now Online', 'Pack & Ship Services', 'Free Design Templates', 'Business Resource Center', 'View/Pay Bills', and 'Read Our Blog'. The main content area features sections for 'FedEx Office Print Online', 'Track Print Jobs', 'Find a FedEx Office', and promotional banners for 'FedEx Office Print Online beta', 'Invitations', and 'BE REWARDED for choosing FedEx'.

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

Design & Print Center

- Business Cards
- Brochures
- Business Card Size Magnets
- Envelopes
- Flyers
- Folders
- Invitations
- Letterhead
- Note Cards
- Note Pads
- Personalized Calendars
- Personalized Cards
- Postcards
- Promotional Magnets
- Rubber Stamps
- Return Address Labels
- Sticky Notes



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

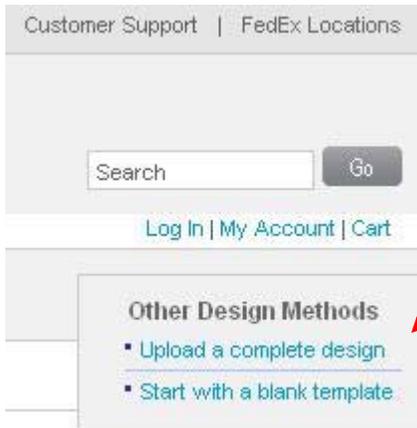
Stay visible with magnetic business cards and get non-stop advertising for repeat business.

[Details and pricing](#)

[Get Started](#)



6. Under **Other Design Methods**, choose **Upload a complete design**



7. Click **Browse** and select the template you prefer.

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

Upload Your Image



Image Options
Rotate 90° clockwise
Rotate 90° counter-clockwise
Crop this image

[Upload a New Image](#)



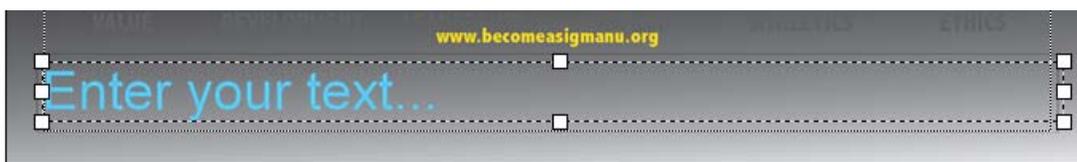
9. From the toolbar above the image, under Insert, click on the **Add Text** button. This will automatically create a text box for you.

a. If you chose **Magnet.sigmanu.pdf** you **DO NOT** Add Text (**Skip to Step 12**)

Adjust Your Content



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



View Layer

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. 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



13. 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:

14. 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 understand that I will receive promotional offers.

[Sign Up](#)

15. 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
25	\$24.99	\$1.00	-----
100	\$54.99	\$0.55	45%
500	\$134.99	\$0.27	73%
2000	\$399.99	\$0.20	80%

16. 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.

Matching Documents
Customers who order Magnets also like...

Large Magnets
Share memories with friends and family. These magnets make unique party favors or event reminders!
Now Only \$44.99
Choose Quantity: 25 - \$44.99
Add to my Order

Calendar Magnets
Keep your business front and center all year long with our calendar magnets!
Now Only \$44.99
Choose Quantity: 25 - \$44.99
Add to my Order

Note Pads
Save on matching note pads. With 50 sheets per pad, you get 50 reminders about your business!
Now Only \$39.99
Choose Quantity: 5 - \$39.99
Add to my Order

Magnets with Backing
Add Magnetic Backing (Starting at only \$4.99 for 25)
Note: Quantity will match note pad order quantity.
Now Only \$39.99
Choose Quantity: 5 - \$39.99
Add to my Order

Next

17. 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.

Choose Accessories
Customers who order Magnets also like...

Business Card Holder
Keep your business cards fancy. This sleek, lightweight metal card holder fits easily into your pocket or purse.
Now Only \$11.29
Choose Quantity: 1 - \$11.29
Add to my Order

Note Pads
Save on matching note pads. With 50 sheets per pad, you get 50 reminders about your business!
Now Only \$39.99
Choose Quantity: 5 - \$39.99
Add to my Order

Next

18. 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**.

My Shopping Cart Log Out | My Account

My Products	Quantity	Price	Subtotal
 Magnets Larger Preview Edit Remove Edit Options Uploaded logo/photo/design	25	\$24.99 INCLUDED	\$24.99
Product Total:			You Pay \$24.99

Please make sure you have proofed your item(s) carefully. Once checkout has been completed, we are unable to make any changes.
You will be able to select your delivery option during the checkout process.

[Checkout](#)
[Continue Shopping](#)
[Clear Cart](#)



19. Once you've clicked Checkout, choose a **Delivery Time** and enter a **Delivery Address**. Then, click **Next** in the lower right-hand corner.

20. Enter **Billing Address** and click **Next** in the lower right-hand corner.

21. Enter in **Payment Information** and click **Next** in the lower right-hand corner.

22. Now review the Order Details and **Place your Order**.

23. Your Magnets are now ordered!