



## Sigma Nu Pens Ordering Instructions

1. Go to [http://store.pensrus.com/Merchant2/merchant.mvc?Screen=PROD&Product\\_Code=PRU-CS](http://store.pensrus.com/Merchant2/merchant.mvc?Screen=PROD&Product_Code=PRU-CS) and scroll down to customize and complete order
2. Choose a **Pen Tip Style/Ink Color**. We recommend blue or fine point black or blue
3. **Choose Pen Barrel Color**: select either **white**, **black** or **yellow** (black recommended)
4. **Choose Trim Color**: select either **white**, **black** or **yellow** (yellow recommended)



5. **Add a Clip Imprint**. Is ideal location to print colony/chapter website (extra cost)
6. **Imprint Color Information**. The imprint color will be the color of the text printed on the pen. You can have the imprint color match the trim color or choose a different color. Make sure the imprint color contrasts enough with the barrel and trim color. (white recommended)
7. Disregard **Custom Imprint Colors**
8. Select **Imprint Information**. Choose a font that will stand out. We discourage cursive fonts
9. **Text to Imprint** is text that is printed on the pen. We recommend:
  - a. **Line 1 Text**: Sigma Nu Fraternity (in Arial Italic)
  - b. **Line 2 Text**: [www.becomeasigmanu.org](http://www.becomeasigmanu.org) or your chapter's website (in Arial)\*Other possible lines include is your chapter designation, chapter Facebook page, etc.
10. Disregard **Customer Provided Logo**
11. Under **Standard Production Service** choose either **Standard Service** or **3-Day Rush Production Service**. Read instructions carefully
12. Choose your desired **Quantity** and then click the **Add to Basket** button
13. Order is now in **Your Basket**. Click **Check Out Here** to complete order
14. Review order and complete the **Ship To** and **Bill To** form and click **Continue**
15. Scroll to the bottom, under **Ship Via** choose shipping method and under **Pay With** choose payment method. Then click **Continue**
16. Scroll to the bottom, under **Payment Information**, enter in credit card information
17. Click **Continue** to complete order