

HOW TO: Order Columbia SPS Business Cards

1. Visit the website <https://print.columbia.edu/>
2. Once the homepage populates, under the **Print Services** tab, click on the **Business Cards** link
3. Log in with your UNI information
4. Press the **Start a New Order** button
5. Select the school or college that you are ordering for and press the "Continue" button. For Columbia SPS, select the **Morningside and Manhattanville campus** option. Click on the **Continue to Select Items**.
6. Select an item from the list on the left side. Click the image of the item to see an enlarged preview. For business cards, select Business Cards. There are two options for style. The most commonly used option is the first:
Business Card - Horizontal (PMS 294)
3.5x2 - 100 # Monadnock Caress Cover - PMS 294
MRN-BC01
7. Select a quantity from the dropdown bar below the item and then press the "+Add" button to continue

8. Imprint Information page - Enter the order information in the applicable fields.

First Name: (enter the employee's first name)
Middle Initial: (enter employee's middle initial if requested)
Last Name: (enter the employee's last name)
Professional Designation: (enter any professional credentials pertaining to the employee, if applicable)
Title: (enter the employee's title as listed on offer letter or SPS Contact List)
Title 3/Department: [School of Professional Studies](#)
Billing Address: [Lewisohn Hall, MC 4110](#)
Street Address: [2970 Broadway](#)
City, State Zip: [New York, NY 10027](#)
Telephone: (enter employee provided office phone number)
Email: (enter columbia UNI email address)
Website: sps.columbia.edu

When you are finished, press the "Proof Your Items" button to see a proof of your order.

****Please note: Not all orders can be processed using the online templates. Sometimes the desired information exceeds the maximum number of characters a field allows and must be manually typeset by Print Services design staff. Contact us via email at printing@columbia.edu or by phone at 212-854-3234 to begin an "Offline Order."***

9. **Proof page** - If you need to revise, press the "Edit Imprint Information" button and go back and forth until you are satisfied with the proof. Once the proof is correct, please read and approve the job authorization disclaimer by checking the box at the bottom left corner.
10. To order another item press the "Continue Shopping" button. If you are finished shopping, press the "Checkout" button to continue.

11. Checkout Page: Review the quantities of your item and then fill in the Requestor Information with your full name and Columbia UNI email address, just in case we need to contact you:

First Name
Last Name
Email address

12. Complete the **Shipping Information** section as follows:

Attn: (Your name)
Street 1: Your office address or home address if you are remote
Street 2:
City, State:
Zip:
Ship Phone: (Your office line phone number)

****RUSH Option:** Standard turnaround for orders is 5 business days.

*****There are 2 rush options:** 3 day turnaround for an additional \$40.00 and 2 day turnaround for an additional \$60.00

****** All orders are delivered via FedEx. In order to avoid a delay in the delivery of your order, please make sure to include your street address, department, building name, floor and room number. DO NOT USE A PO BOX OR MAIL CODE!!**

13. Once you have completed, select the **Billing Info** button.

14. Billing and Order Summary Page: Fill in using the correct Chartstring Information pertaining to the department the employee works in.

Ex.) Business cards for an SPS Event Coordinator will be billed to the SPS Events Management chartstring. Verify carefully the information is correct. To retrieve the chartstring information, follow this link: ([chartstring](#) information).

After reviewing your order summary and completing the payment information, select the "Send Order" button to finalize your order. Please note that once this order is placed, **it cannot be canceled.**

15. **Order Received:** This page confirms that your order has been placed. In order to track your order accurately, please print and save this page for your records. If you have questions regarding your order, contact us via email at printing@columbia.edu or by phone at 212-854-3234. Be sure to reference your tracking number.