

# Business Card and Name Badges Ordering Process

**Step 1.** <https://us013.agstorefront.com/uStore/89/home>  
Use the link: [uStore/89/home](https://us013.agstorefront.com/uStore/89/home)

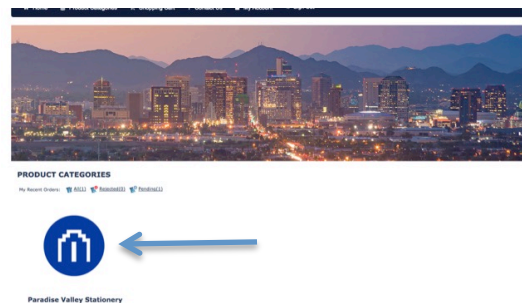
Choose Paradise Valley.

Then begin by creating an account for the order.  
You will only need to do this once.

*\*You will then receive an email with a link to activate your account. Please be sure to do this as soon as possible, or you may need to register again.*

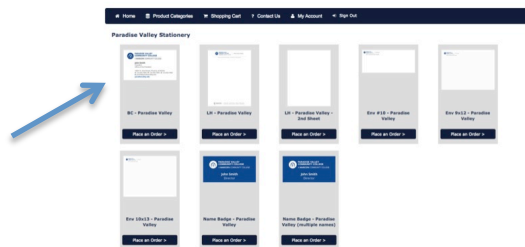
The image shows a web form for Maricopa Community Colleges. At the top is the logo and the text "Sign In to Your Account". Below this are two sections: "Already a member?" with fields for "Email:" and "Password:", a checkbox for "Remember my sign in", and a "Sign In" button; and "New to our store?" with a "Create an account" link. A copyright notice is at the bottom.

**Step 2.**  
Once you activate your account, login and click on the PVCC logo to choose your stationery.



**Step 3.**

Choose the first option: PVCC Business Cards



## Step 4.

Enter all of your information. A proof will build on the screen. You can choose the 'Enlarge view' option to proof your business card.

- Title is your official MCCCC position title.
- Note: you will not be able to add any extensions to the website address under this new process.
- Marketing will not proof cards-please check your information carefully.

You must click "I approve this proof" to move forward. Click Next.

BC - Paradise Valley

Complete the form below to customize your product.  
Please check the proof carefully for content and spelling errors. Once you have submitted your order it will be produced as is, and any reprints, delays or halting of production could result in additional charges.  
If your proof is correct, please check "I approve this proof" and click "Next" to select your Quantity.

**Campus/Location\*** -- Please Select a Value --

**Name\***

**Title**

**Department or Division**

**Telephone\***

**Fax**

**Cell**

**Email** @paradisevalley.edu

\*Indicates a required field

**Update Proof** **Front** **Enlarge View**

**I approve this proof** **Next**

## Step 5.

Choose your quantity. (Administrators and employees in high contact positions can choose 500, others please choose 250). Click "Add to Cart".

BC - Paradise Valley

Quantity: 250 Business Cards

Total Quantity: 250 Business Cards

Price Per Business Card: \$5.00 USD

Total Price: \$12.50 USD

**Add to Cart**

## Step 6.

Review your order and click "Proceed to Checkout" when ready.

You will be directed to choose a payment option. Please click "Purchase Order" button. In the space for the Purchase Order number, type "PVCC PO".

Checkout - Order Summary

Address Details > Payment & Submission

Ordered Items	Name	Units	Price
	BC - Paradise Valley John A. Employee	Total: 250 Business Cards	\$12.50 USD

Subtotal: \$12.50 USD  
Tax: \$1.08 USD  
Total: \$13.58 USD

Select Payment Method

☐ Credit Card

☒ Purchase Order

Purchase Order: PVCC PO

\*This order will go through an approval process after submission, before it is being produced.  
Follow the order approval status under My Account > Order History section.

Comment for the approver:

You will be given an order number and you will receive an email confirming your order as well. Marketing will review orders and approve for printing.