

Printing Services • Ordering Business Cards

The screenshot shows the Blue Valley Schools Printing Services website. At the top left is the Blue Valley Schools logo. The main header features the text "Printing Services" over a background of colorful pencils. Below the header, there are several sections: a large-format printing advertisement with a printer and a banner, a login form with fields for Domain, User ID, and Password, and a section for "Print-to-Printshop Training Resources" listing various PDF guides. A "General Information" section is also visible at the bottom left.

1. Log in to the Printing Services website at <https://printshop.bluevalleyk12.org>

This screenshot shows the same website home page as above, but with a navigation bar at the top containing "Roles", "Ordering", and "Proxy". Below the navigation bar, there are several menu items: "Order History & Reorders", "Book Builder", "Manage My Files", and "Pending Orders [1]". The main content area is a grid of eight tiles, each with an image and a "Go" button. The tiles are: "Upload PDF files", "Curriculum Materials", "Order from My Files", "Book Builder for custom workbooks", "Letterhead & Envelopes", "Business Cards", "BV Forms", and "Hardcopy Orders". The "Business Cards" tile is circled in green.

2. From the Home screen, click the Business Cards 'Go' button.

Roles Ordering Proxy Home | My Account | Help | Logout

Order History & Reorders Book Builder Manage My Files Pending Orders [1]

Home > Catalog > BusinessCards > Business Cards

Select Items

Add items to your Order by entering quantities and clicking Add to Order at the bottom.
For template documents, click Configure to set up the template and add it to your order. All items with quantities are added to your order first.

Item Search Search Clear

Search Rows Per Page 100 ▾
 Show Advanced Search Criteria Sort By Item ▾ A-Z ▾

 **BusCard_master1009.pdf**
 Business Cards can be ordered in quantities of 100, 250 or 500.
 Located in BusinessCards / Business Cards Configure

[1-1] of [1]

3. Click the 'Configure' button to begin your order.

Roles Ordering Proxy Home | My Account | Help | Logout

Order History & Reorders Book Builder Manage My Files Pending Orders [1]

Order Your Business Cards

Template Instructions
 Please check with your Budget Administrator for authorization to order Business Cards.

Form Fields

Current Mode: Interactive Switch to CSV Mode

Name
 Enter your name in ALL CAPS

Title
 Enter your title

Title2
 Enter a second title line if necessary

Phone 1
 Enter your office phone #

Phone 2 or Fax
 Enter a second phone # or fax #

Fax or email address
 Enter your fax # or an email address

Email address
 Enter your email address

School/Department name
 Enter the name of your School or Dept.

Street Address
 Enter the street address of your school/building

City,State,Zip
 Enter the city, state, & ZIP code

Requested

From Contacts Update Preview

Preview

 Proof

4. Enter your information for the card layout in the form fields.

Roles **Ordering** Proxy Home | My Account | Help | Logout

Order History & Reorders Book Builder Manage My Files Pending Orders [1]

Order Your Business Cards

Template Instructions
Please check with your Budget Administrator for authorization to order Business Cards.

Form Fields

Current Mode: **Interactive** [Switch to CSV Mode](#)

Name: Paul Ackerman
Enter your name in ALL CAPS

Title: Printing Services Coordinator
Enter your title

Title2:
Enter a second title line if necessary

Phone 1: 913.239.4028 office
Enter your office phone #

Phone 2 or Fax: 913.239.4580 fax
Enter a second phone # or fax #

Fax or email address: packerman@bluevalleyk12.org
Enter your fax # or an email address

Email address: printshop.bluevalleyk12.org
Enter your email address

School/Department name: Blue Valley School District Service Cei
Enter the name of your School or Dept.

Street Address: 7500 W 149th Terrace
Enter the street address of your school/building

City,State,Zip: Overland Park, KS 66223
Enter the city, state, & ZIP code

Requested: 500

[From Contacts](#) [Update Preview](#)

Preview

Paul Ackerman
Printing Services Coordinator

913.239.4028 office
913.239.4580 fax
packerman@bluevalleyk12.org
printshop.bluevalleyk12.org

Blue Valley School District Service Center
7500 W 149th Terrace
Overland Park, KS 66223

Proof

5. Clicking on the 'Update Preview' button will display an on-screen proof of your card. If you need to make any changes, edit the information in the fields to the left and click 'Update Preview' again to refresh the on-screen proof.

Title: Printing Services Coordinator
Enter your title

Title2:
Enter a second title line if necessary

Phone 1: 913.239.4028 office
Enter your office phone #

Phone 2 or Fax: 913.239.4580 fax
Enter a second phone # or fax #

Fax or email address: packerman@bluevalleyk12.org
Enter your fax # or an email address

Email address: printshop.bluevalleyk12.org
Enter your email address

School/Department name: Blue Valley School District Service Cei
Enter the name of your School or Dept.

Street Address: 7500 W 149th Terrace
Enter the street address of your school/building

City,State,Zip: Overland Park, KS 66223
Enter the city, state, & ZIP code

Requested: 500

[From Contacts](#) [Update Preview](#)

packerman@bluevalleyk12.org
printshop.bluevalleyk12.org

Blue Valley School District Service Center
7500 W 149th Terrace
Overland Park, KS 66223

Proof

6. Click the 'Requested' dropdown menu button to choose your quantity of either 100, 250 or 500 business cards.

Fax or email address
Enter your fax # or an email address
 Email address
Enter your email address
 School/Department name
Enter the name of your School or Dept.
 Street Address
Enter the street address of your school/building
 City,State,Zip
Enter the city, state, & ZIP code
 Requested

[From Contacts](#) [Update Preview](#)

[Cancel](#) [Save for Later](#) [Add to Cart](#)

7. Now that you have entered your requested quantity and proofed the layout of your card, click the 'Add to Cart' button.

Roles Ordering Proxy Home | My Account | Help | Logout



Order Cart Cart ID 206670
 Select print options, quantity per recipient and billing information. Click **Place Order** to submit your order.

Order name **Order 206670 (Reorder of Order 206665)**

Item 1 [Add Another File to Order](#)
 **BusCard_master100 (Card Merge)**
 1 Page Quantity
 Enter special instructions for this item.

Shipping Information [Add Recipient](#)
 I would like my order shipped by: **Thursday, September 29, 2016** Note: Only dates when the print center is open may be selected.
Paul Ackerman [Select a Shipping Method](#)
 SERVICE CENTER
 Delivery Estimate
Friday, September 30, 2016

Ordered Items	Quantity
1 BusCard_master100 (Card Merge)	500

 Enter shipping instructions for this recipient

Billing Information
Paul Ackerman [Select Billing Codes for Payment](#)
 SERVICE CENTER

 Enter billing instructions for this order

[Start a New Order](#) [Add Another File to Order](#) [Place Order](#)

8. You'll recognize the next screen as the standard Order Cart. To complete your order, adjust your requested ship date, order name, delivery options, etc., then scroll down to the bottom of the screen and click 'Place Order'.