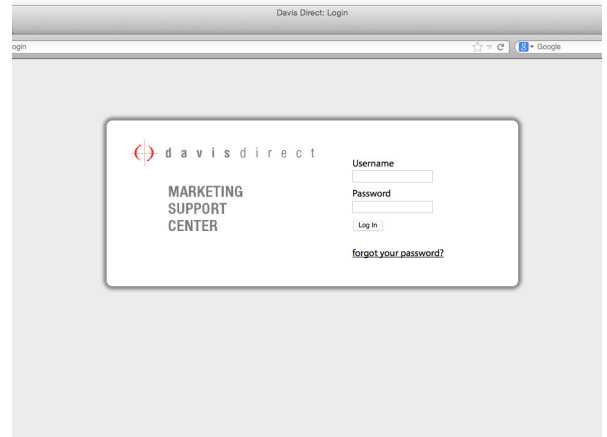




**AUBURN**  
MONTGOMERY

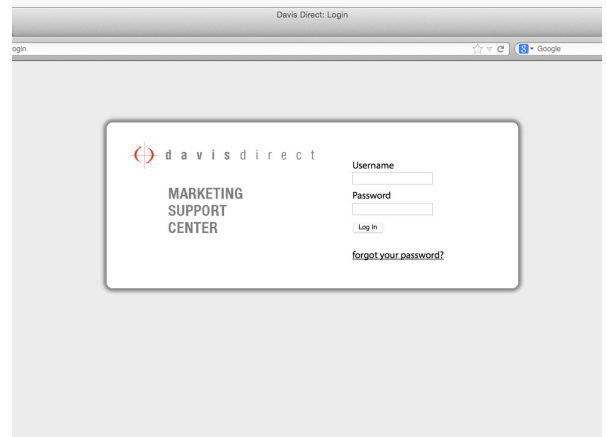
# Guide to ordering business cards, letterheads and envelopes

1. Go to [www.ready-print-go.com](http://www.ready-print-go.com).



2. Enter these credentials:

username: **aumuser**  
password: **aumuser**



3. Register as a new user.

**Registration**

Please take a moment to set up your account below.  
For faster ordering of personalized materials, check "Use my details on artwork".  
Make sure to save your Username & Password for future orders.

**ALREADY A REGISTERED USER?**

Username  New Password

[Forgotten Password?](#)

**REGISTRATION DETAILS**

Name First  Last

Email

Use my details on artwork?

Phone  Fax

Contact Numbers Mobile

Username

New Password  Confirm Password

## 4. Select product catalog.

Welcome to our Online Business Center.  
Use the links below and at the top of this page to view our products, edit your account and process orders.

Main Menu Registration Details Admin

**PLEASE SELECT FROM THE ITEMS BELOW**

**Order / Create New**  
[Product Catalog](#)

**Orders**  
[View Orders / Re-order](#)   
[View All Orders](#)

**Shopping Cart**  
[View Shopping Cart](#)

## 5. Choose which product you would like to customize.

### Product Catalog

The links below allow you to shop by category or view our entire catalog.  
Click on thumbnails for a larger image. Choose "Select >>" to begin your order.

Main Menu Product Catalog Front Menu

Search

[Product Catalog Front Menu](#) > [Product Catalog](#)







**PLEASE SELECT A CATEGORY BELOW**

[Business Cards](#)  
[Stationery & Envelopes](#)

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## 6. Select your college. If you are not creating items for a college, choose generic.

**CATEGORY**

	<b>Business Card - College of Business</b> <input type="button" value="Select &gt;&gt;"/> Foil-Stamped Business Cards, printed 1-side with AACSB Logo. Sold 500 per box, limit 2 boxes (1000 cards) per order.
	<b>Business Card - College of Education</b> <input type="button" value="Select &gt;&gt;"/> Foil-Stamped Business Cards, printed 1-side. Sold 500 per box, limit 2 boxes (1000 cards) per order.
	<b>Business Card - College of Arts &amp; Sciences</b> <input type="button" value="Select &gt;&gt;"/> Foil-Stamped Business Cards, printed 1-side. Sold 500 per box, limit 2 boxes (1000 cards) per order.
	<b>Business Card - College of Public Policy &amp; Justice</b> <input type="button" value="Select &gt;&gt;"/> Foil-Stamped Business Cards, printed 1-side. Sold 500 per box, limit 2 boxes (1000 cards) per order.
	<b>Business Card - College of Nursing &amp; Health Sciences</b> <input type="button" value="Select &gt;&gt;"/> Foil-Stamped Business Cards, printed 1-side. Sold 500 per box, limit 2 boxes (1000 cards) per order.
	<b>Generic Business Card</b> <input type="button" value="Select &gt;&gt;"/> Foil-Stamped Business Cards, printed 1-side. Sold 500 per box, limit 2 boxes (1000 cards) per order.

## 7. Customize your product and carefully review the proof.


**Proof Stationery**

Please ensure all information is correct before placing your order!  
Use the View PDF link to Proof, Print or Email artwork for this item.  
To save your work and order later, click "Save >>". To add this item to your cart, select "Add to Cart >>".

Main Menu | Select Style | Enter Details | **Proof** | Order

**Edit Artwork Details**

[Click here to view PDF](#)



**Edit Order Details**

Division: AUM - POD Materials  
Name: Letterhead - College of Public Policy & Justice  
Quantity: 500  
Cost (Ex Sales Tax): \$128.00  
Date: Tuesday, February 17, 2015  
Comments:   
Item Name:

**Approve Artwork\***  
I have reviewed my proof and hereby approve this artwork for final production.

[Save >>](#) [Add to Cart >>](#)

## 8. Your order will be submitted for approval. Once approved, you will receive an email that directs you to the payment screen.

### Checkout

Please review your order details below. To place this order, click "Submit Order >>".

Main Menu | AUM - POD Materials

Item #	Date	Qty	Name	Product	Cost
PM715	Aug 22 2014 1:40PM	2500	CoB envelopes	Stationery Envelope - College of Business	\$445.00
PM717	Aug 22 2014 1:41PM	2500	CoB Letterhead	Letterhead - College Of Business	\$260.00
PM887	Feb 17 2015 7:52AM	500	Letterhead - College of Public Policy & Justice	Letterhead - College of Public Policy & Justice	\$128.00
<b>Cost of Items</b>					<b>\$833.00</b>
<b>Total</b>					<b>\$833.00</b>

[<< Return to Cart](#) [Submit Order >>](#)

## 9. You will pay with your Pcard. Orders will be delivered to the mail room.

You can check your order history by logging into your account.