Using the SFU Document Solutions/WebCRD Dynamics Print Solution to Order Your Business Cards and Other Predesigned Documents.

From the main page, sign in using your account name and password.

*Instructions for ordering business cards can be found in the lower-right corner of the landing page.*

Choose “Form Order” from the menubar at the top.

Choose “SFU Templates” from the list of product categories.

Click “Add to Order” next to the *SFU Business Card* item in the Product Catalog.
You are now ready to create your business card.

Enter your information in the appropriate areas in the online form. Some of the information has been preconfigured for you in the pulldown menus.

Select the style of card back that you want for the business card. You have a choice of white or red.

Review the material for spelling and correctness. Your information must comply with those outlined in the SFU Graphics Standards.

You can get a preview of your finished card by clicking on the “Update Preview” button.

Make adjustments if necessary.

If you are satisfied with the results, click “Continue with Order”.

Now, you are presented with the Order Summary screen. Check the billing and shipping information and select the number of cards that you wish to order.

Make any adjustments and update the order.

If everything is ready, select “Place Order” to put your business card order into Production at Document Solutions.

If there are no issues, your new business cards should be ready in 2-3 working days.