

SIENA HEIGHTS ONLINE BUSINESS CARD ORDERS

These instructions outline the steps needed to create and order Siena Heights business cards using Brandeli.

Business card orders are being fulfilled by Hamblin Printing in Tecumseh using their Brandeli online portal system. If you have any questions about your Brandeli online order, please contact your Brandeli representative at (517) 423-7491 or info@brandeli.com.

STEP 1: SELECT YOUR PROPER CARD TEMPLATE

Navigate your web browser to the business card web page at: <http://www.mybrandeli.net>. Select the type of card from the drop down menu to create and order the proper business card.

STEP 2: FILL IN YOUR INFORMATION ON THE BUSINESS CARD TEMPLATE

Input the information required to complete your business card.

A few things to keep in mind when preparing your business cards:

- The card template will accommodate a reasonable amount of information needed on a business card. However, beyond a certain point the text will get considerably smaller as information is added or new lines added. For example: if you add three (optional) phone numbers then your text will be smaller.
- The phone number orientation is required to be (555) 555-5555.
- The email address used is required to be a Siena Heights email address (name@sienaheights.edu). No other email addresses will be allowed by the system. You can use your Siena Heights email address or choose to have no email address shown on the card.
- One Siena Heights website address is required on the card. You can choose the appropriate website URL according to the office location or department you work at.
- Choosing the appropriate campus location will automatically fill in the correct campus address.

STEP 3: PROVIDE THE PRINTING OPTIONS, DELIVERY SCHEDULE, AND BILLING NUMBER

After you have proofed your card, click "next" to go to the next screen and select your desired quantity and delivery schedule. Prices will vary according to quantity and the delivery schedule you choose. The quicker you need your cards, the more expensive they will be. If you choose the standard (longest) schedule, your cards will be printed on a sheet with others making this the cheapest option. This is how cards have always been printed at Siena Heights.

If you provided your department billing code when setting up your user account, then it will be entered automatically on this page. You may change it to a different number here if needed, or if you are ordering cards for someone else.

However a department number will be required here to order cards. The system will not let you order business cards without a department billing number.

Business cards will be billed automatically on a monthly basis to the business office, and will be deducted from your account automatically. You will not receive an invoice unless requested from the business office.

After you have chosen your printing options, click "Next Step" to continue.

STEP 4: ADD YOUR BUSINESS CARD TO THE SHOPPING CART

Click on "Add to Shopping Cart" to add your business card to the shopping cart.

STEP 5: PROCEED TO CHECKOUT AFTER THE BUSINESS CARD IS IN YOUR SHOPPING CART

Once your card is in your shopping cart you'll see your order details, and have the option to view the PDF proof again and go back to make any needed changes.

Click on "Proceed to Checkout" to continue.

STEP 6: CONFIRM SHIPPING DETAILS AND PROVIDE PRODUCT APPROVAL

At this point you'll need to provide your shipping location. The address you provided when you created your account will show up here as the default shipping address. If you work on the Adrian campus, or choose the Adrian address as your shipping option, then your cards will be automatically delivered to you via inner office mail. If you work at a campus other than Adrian, then your cards will be delivered via mail carrier.

If you need to change or add a different address for shipping purposes, then click on "My Profile" on this page, then click on "Address Book", then "Add New" address. Now you will have multiple addresses in your account so you can choose the appropriate delivery location. This is helpful if you are ordering cards for others at a different location.

Also on this page you will see an approval button which MUST be checked in order to approve your order. At this point you MUST make sure you have proofed your business cards carefully. By checking this box, you acknowledge that all the information you provided is correct and approved by you. If errors were made by you in the ordering process, then you will be responsible for the costs of the order. PLEASE PROOF YOUR CARD CAREFULLY!

Once you approve your order by clicking the approval box, click on "Next Step" to continue.

STEP 7: PLACE YOUR BUSINESS CARD ORDER

Click on "Place Order" and your business cards will be sent for production. You will receive a confirmation email from Brandeli confirming your order shortly after it is placed.

Remember that delivery times will be based on the production schedule you chose in step 4. You will not receive an invoice for your order, and the billing will be handled through the Siena Heights Business Office automatically.