How to Order TMN Chapter Business Cards

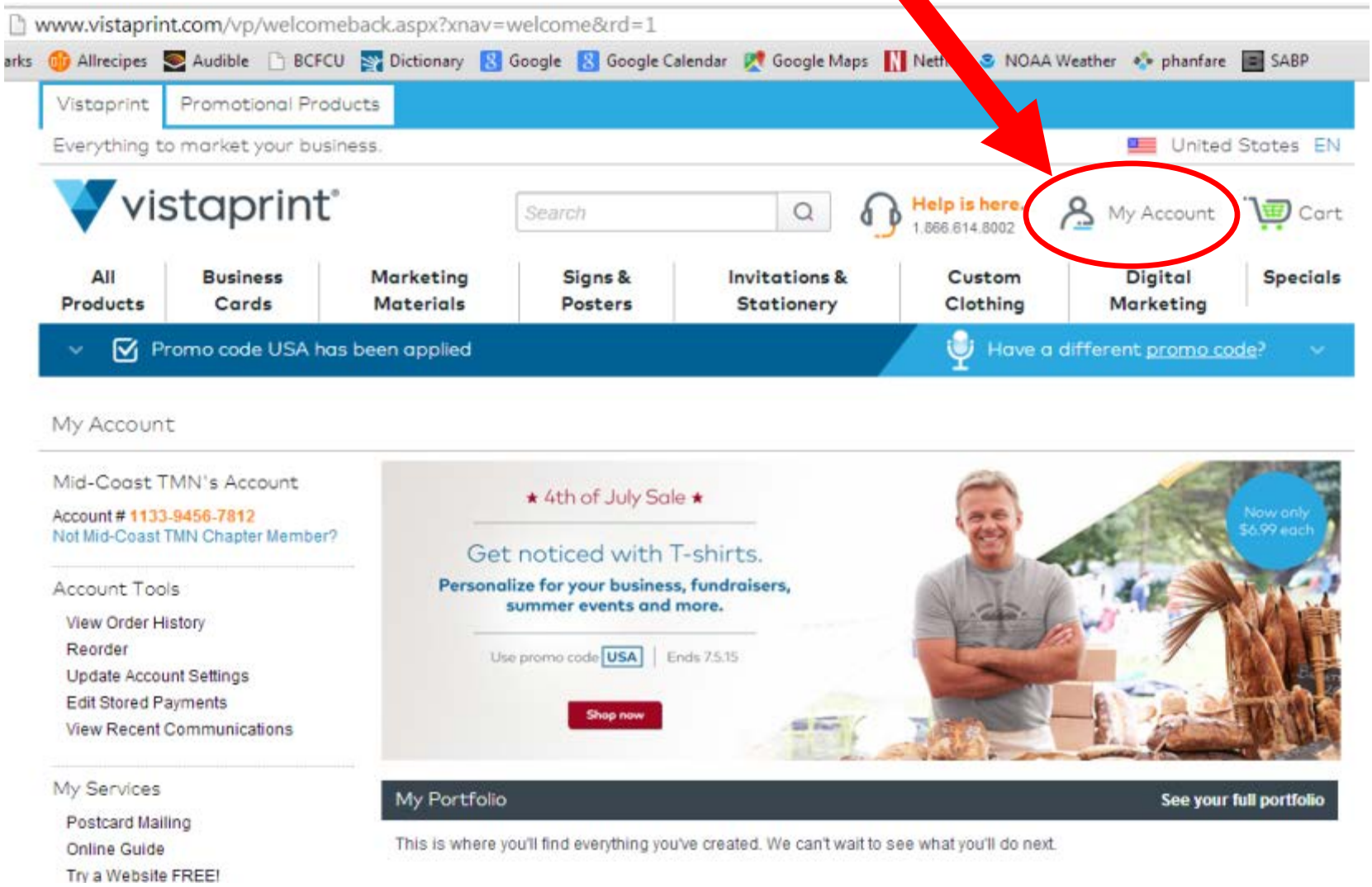
Made Possible by the

Chapter Outreach Committee

7/2015

On the Internet, go to Vistaprint.com

Click on “My Account”



Click on “Sign In”

www.vistaprint.com/vp/welcomeback.aspx?xnav=welcome&rd=1

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Help is here. 1.866.614.8002

My Account | Cart

All Products | Business Cards | Marketing Materials | Specials

Account #: 1133-9456-7812 | My Account

Sign In

My Account

Order History | My Portfolio

Quick Reorder | My Favorites

Order Status | My Images & Logos

My Matching Designs

My Resources

Account Settings

Communications

Stored Payments

Promo code USA has been applied

My Account

Mid-Coast TMN's Account

Account # 1133-9456-7812

Not Mid-Coast TMN Chapter Member?

Account Tools

View Order History

Reorder

Update Account Settings

Edit Stored Payments

View Recent Communications

My Services

Postcard Mailing

Online Guide

Use promo code USA | Ends 7.5.15

Shop now

Now only $6.99 each

My Portfolio | See your full portfolio

This is where you'll find everything you've created. We can't wait to see what you'll do next.

https://secure.vistaprint.com/vp/ns/sign_in.aspx?xnav=top&noguest=1

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My Acc

All Products | Business Cards | Marketing Materials | Signs & Posters | Invitations & Stationery | Custom Clothing | Digit Market

Please Sign In

Enter Email Address: outreach@midcoast-tmn

What is your e-mail address?

E-mail: outreach@midcoast-tmn.org

Do you have a Vistaprint password?

No, I am a new customer

Yes, I have a password.

Select "Yes, I have a password"

Password: ••••••••••

Enter the "Members-Only" Password

Keep me signed in.

Sign In

Forgot your password?

Show my password hint

Reset my password

Click “See your full portfolio”

www.vistaprint.com/vp/welcomeback.aspx?xnav=welcome&rd=1&origin=6

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My Account
Hello Mid-Coast TMN

Cart

All Products | Business Cards | Marketing Materials | Signs & Posters | Invitations & Stationery | Custom Clothing | Digital Marketing | Specials

Promo code USA has been applied

Have a different promo code?

My Account

Mid-Coast TMN's Account

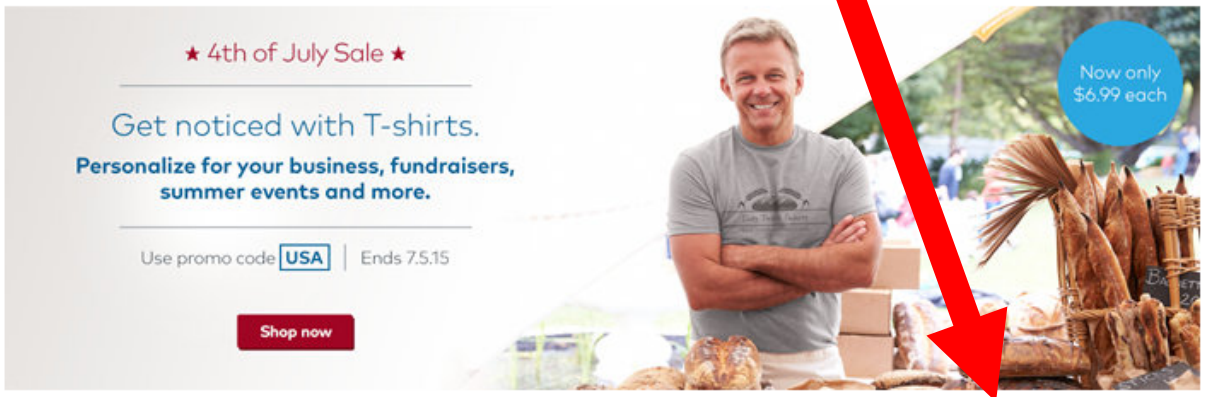
Account # 1133-9456-7812
Not Mid-Coast TMN Chapter Member?

Account Tools

- View Order History
- Reorder
- Update Account Settings
- Edit Stored Payments
- View Recent Communications

My Services

- Postcard Mailing
- Online Guide



My Portfolio — See your full portfolio

This is where you'll find everything you've created. We can't wait to see what you'll do next.

Click “Edit” on the item called TMN Personal Cards

www.vistaprint.com/vp/ns/my_account/my_portfolio.aspx

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My Account Hello Mid-Coast TMN

Cart

All Products | Business Cards | Marketing Materials | Signs & Posters | Invitations Stationery | Custom Clothing | Digital Marketing | Specials

Promo code USA has been applied

Have a different promo code?

My Account

Account # 1133-9456-7812

Welcome back, Mid-Coast TMN! Not Mid-Coast TMN? Click here.

Back to My Account

My Portfolio

See all your saved templates and designs.

Show: All

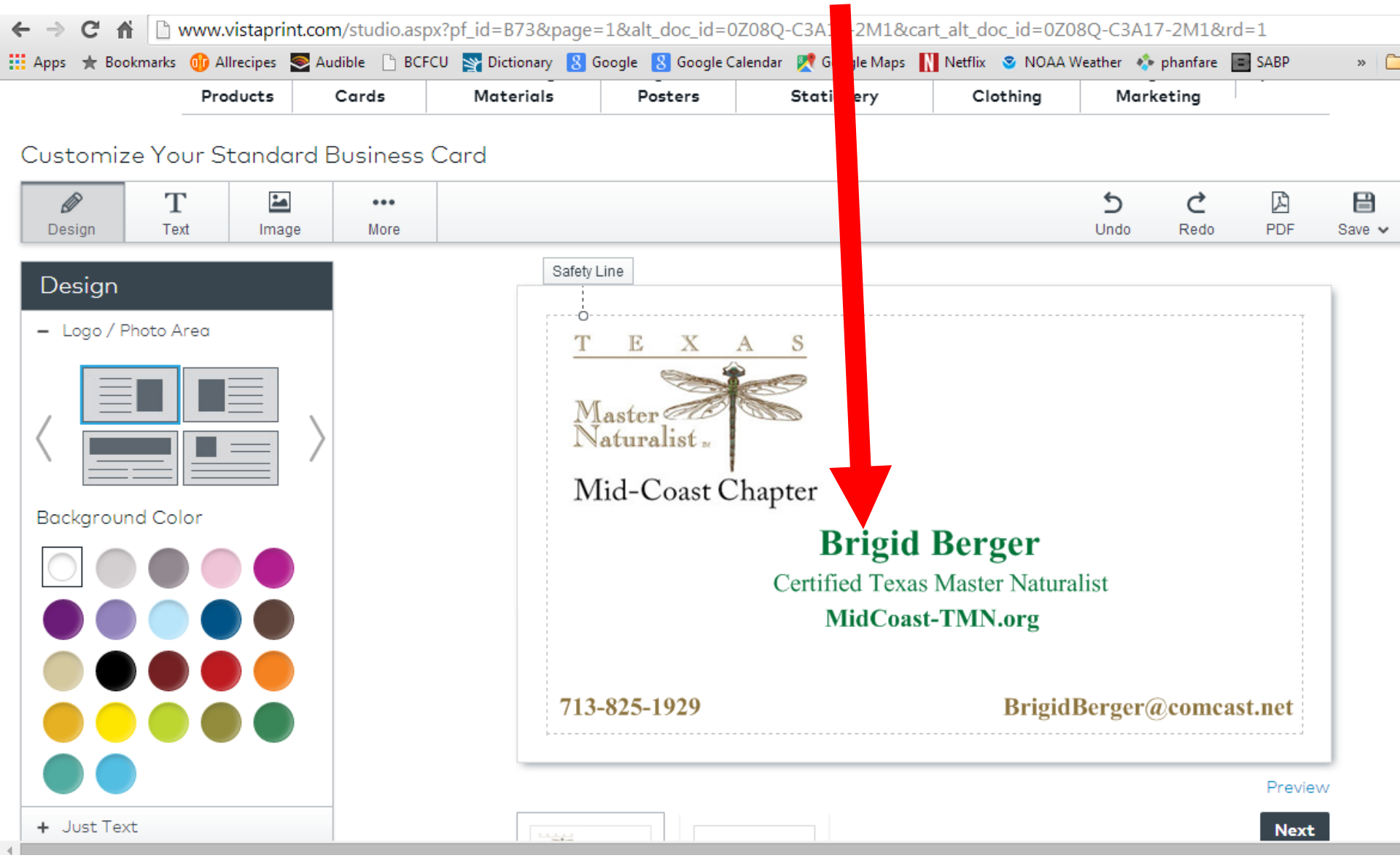
Search: Go

Showing 1-1 of 1 items

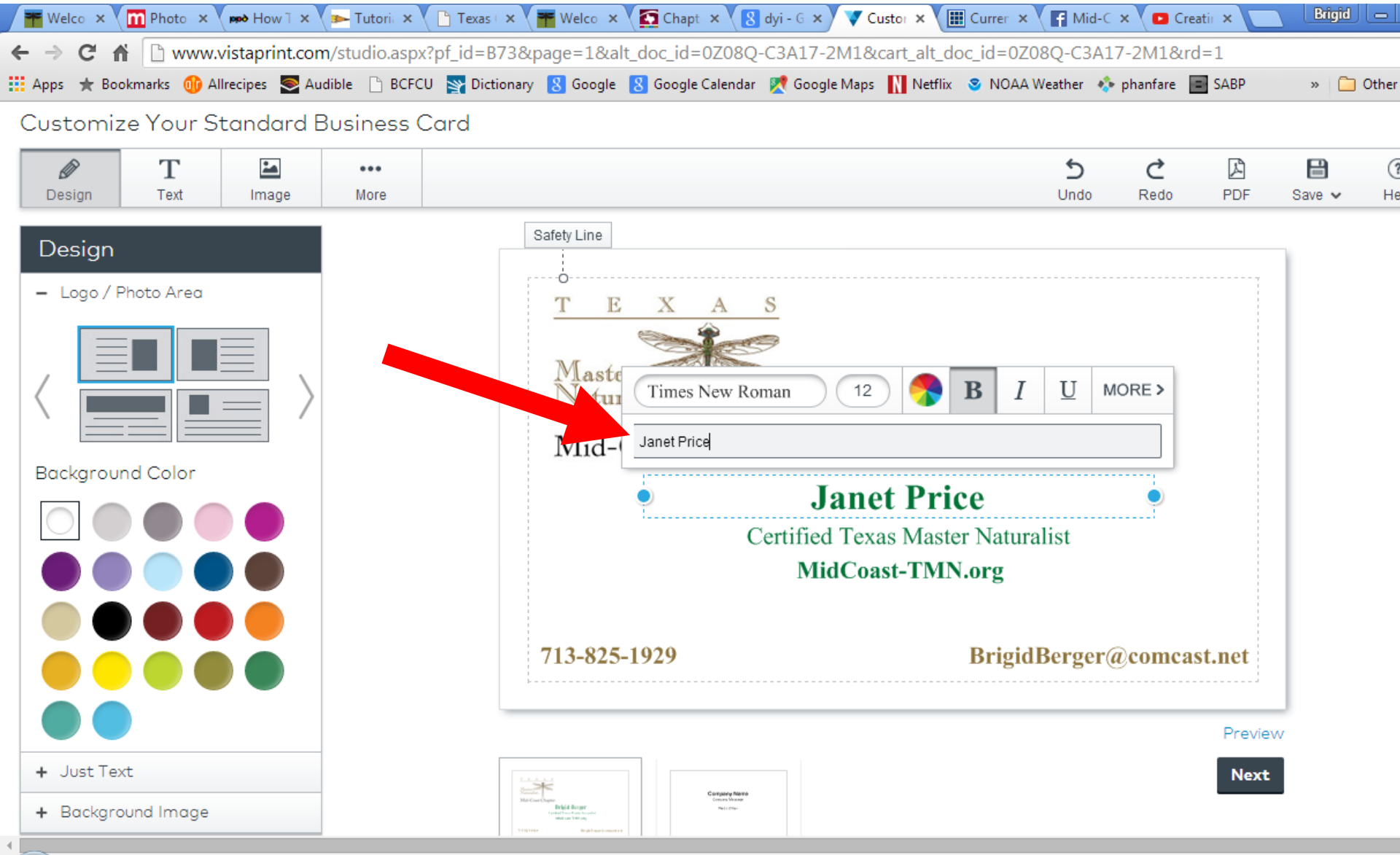
Sort By: **Date** | Name | Product | Status

#	Name	Details	Actions
1	**TMN Personal Cards** Preview	**Product:** Standard Business Cards **Created:** 5/25/2015 **Identification #:** 0Z08Q-C3A17-2M1 Image Upload Share	Edit Order Rename Save a Copy Delete See Matching Documents

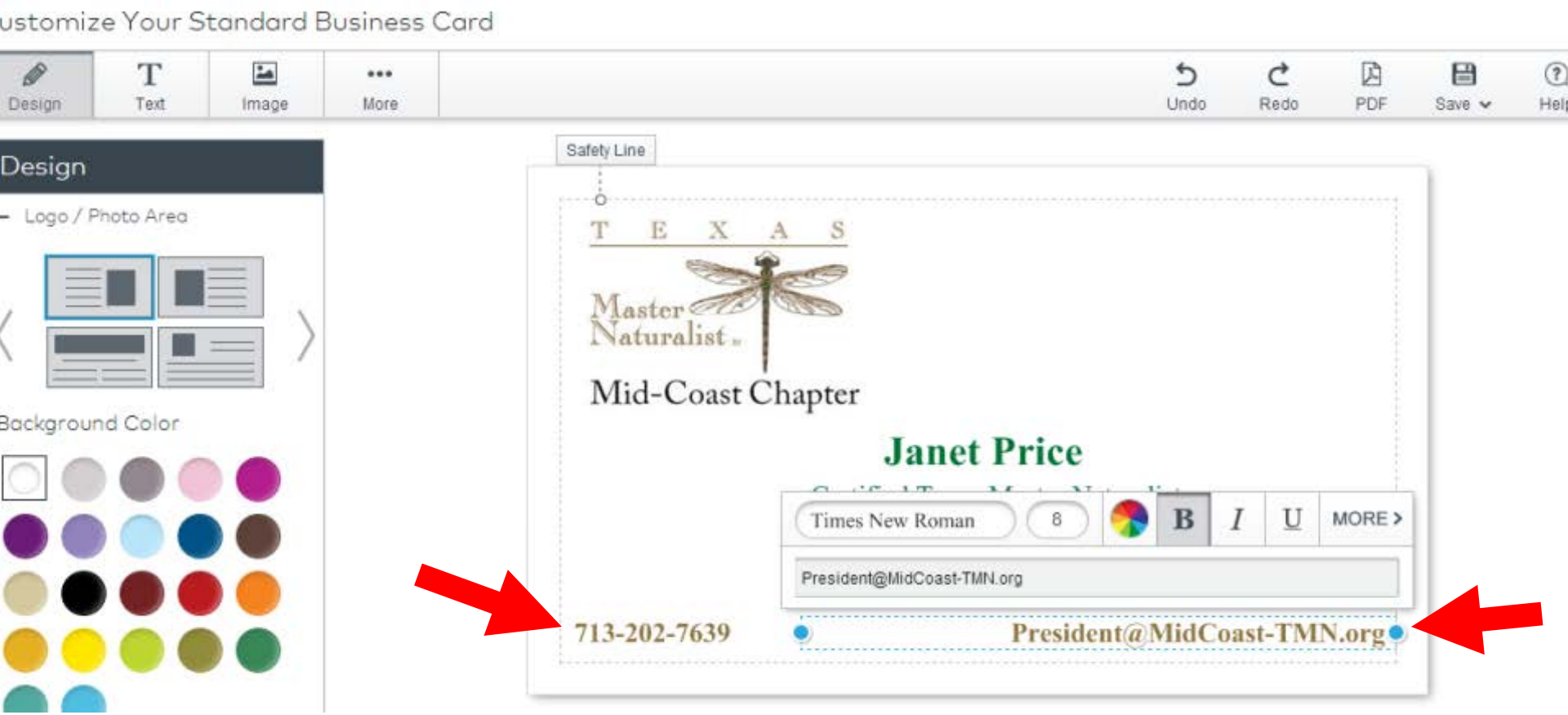
Click on the Name



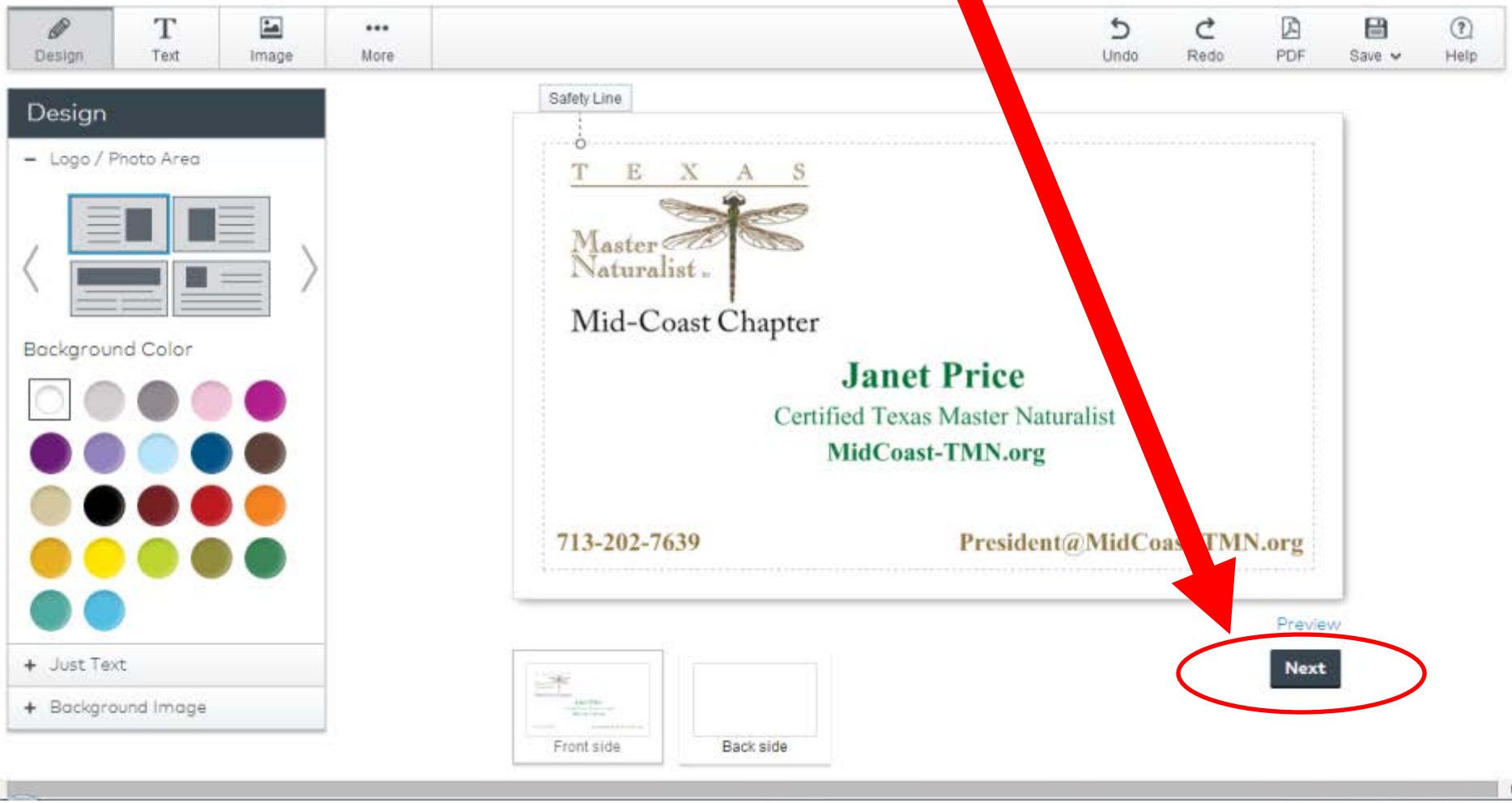
Type in **Your** Name



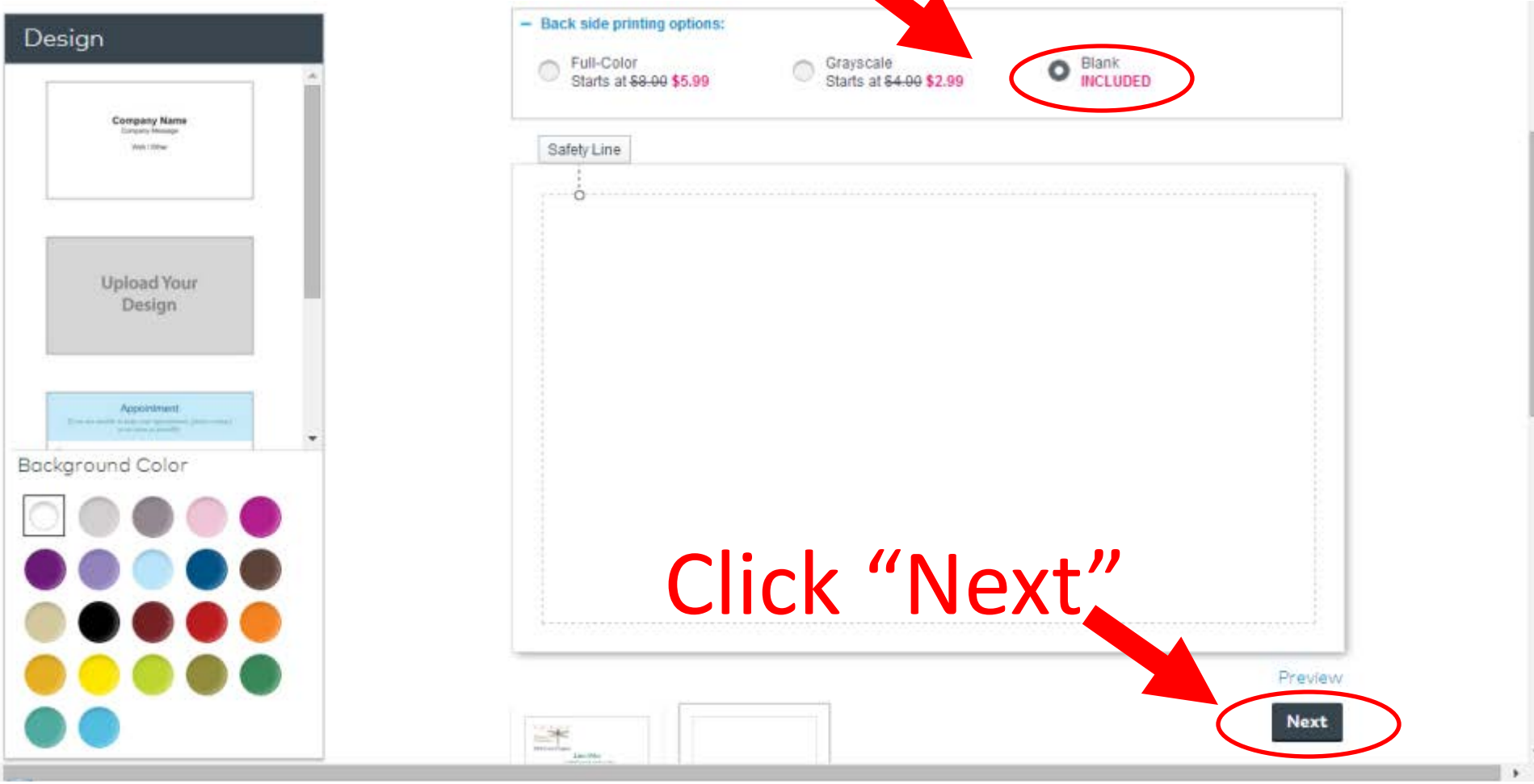
Likewise Click on the Phone & Email and Type in **Your** Phone & Email



When Finished, Click “Next”



For the Back Side,
Select “Blank” and Click “Next”



Select “I have reviewed and approved my design” then Click “Next”

Review Your Standard Business Card

Front side - View Larger | Edit

Back side - View Larger | Edit

Things to check for:

- Information is accurate and spelled correctly
- Text is legible and contrasts against background
- Images are clear and don’t appear blurry
- Nothing is overlapping or too close to the margins

☐ **I have reviewed and approve my design.**

Next

Select Desired Quantity & “Next”

Quantity

Choose Your Quantity

The more you order, the lower the cost per card – meaning greater value and more ways to reach new customers.

Quantity	Price Per Piece	Price
100	$0.08	~~$16.00~~ **$7.99**
250	$0.04	~~$18.00~~ **$8.99**
RECOMMENDED 500	$0.02	~~$20.00~~ **$9.99**
1000	$0.02	~~$40.00~~ **$19.99**
1500	$0.02	~~$60.00~~ **$29.99**
2000	$0.02	~~$80.00~~ **$39.99**
2500	$0.02	~~$100.00~~ **$49.99**
5000	$0.02	~~$160.00~~ **$79.99**
10000	$0.01	~~$280.00~~ **$139.99**

Not sure how many to order? We recommend 500 – the most popular quantity among our business customers.

Back

You have already saved $8.01 !

Next

Paper Stock

Matte or Glossy Finish is Included
Click “Next”

FEATURED STOCK

Signature Glossy

You'll love how this luxurious stock looks and feels. It's 30% heavier than standard glossy - and has a shiny finish that brings photos and logos to life.

Choose Your Paper Stock

FEATURED STOCK

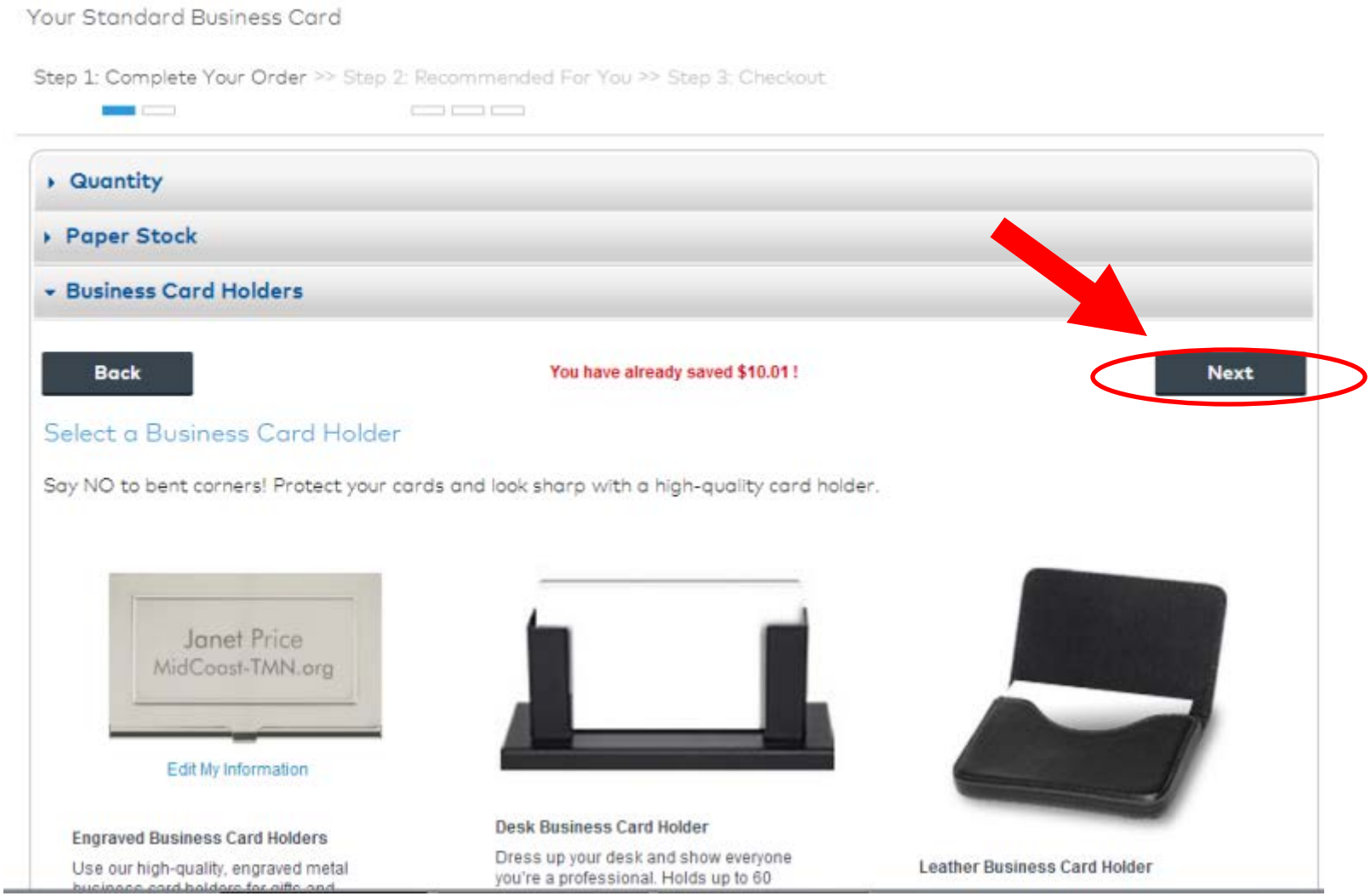
Signature Glossy	~~$15.00~~ $11.24	Vibrant images - They'll virtually pop off your card Super durable - Tough enough for all wallets and purses. Intensely glossy - That extra shine you need to stand out.	Select
Signature Matte	~~$15.00~~ $11.24	Smooth, elegant finish gives a professional look	Select
Signature Linen	~~$15.00~~ $11.24	Feel the difference with these sturdy cards with a textured fabric finish.	Select
Recycled Matte	~~$15.00~~ $11.24	Go green with 100% recycled paper.	Select
Glossy	INCLUDED	A good option for photos.	Select
Matte	INCLUDED	The budget-friendly choice.	Selected

Back

You have already saved $10.01 !

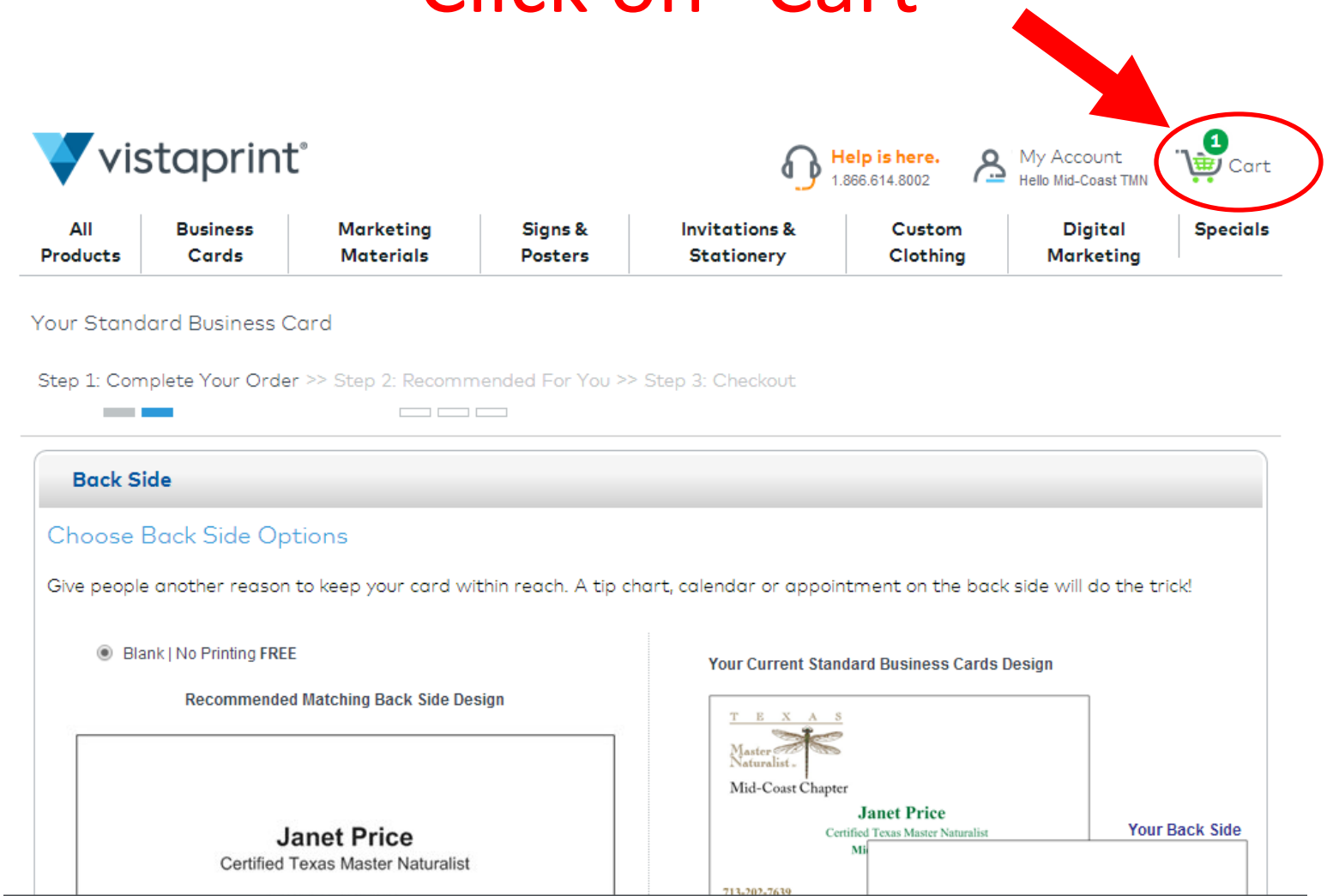
Next

Add a card holder or not
Click “Next”



The next few screens they'll try to get you to buy more stuff, to skip this

Click on "Cart"



Click “Checkout”

My Cart | 1 Item

Edit Your Design

Standard Business Cards

TMN Personal Cards

Qty 500 Remove

+ Show Selected Options	$20.00
USA	-$10.01
Item Total	**$9.99**

Promotional Code

USA Apply

Only one promo code per order, please.

Promo code USA has been applied:

Save up to 50% on select products Details

Product Total

$9.99

Continue Shopping

Checkout

Enter **Your** Mailing & Billing address

vistaprint

Checkout | Shipping | Payment | Review | Order Complete

Shipping Address

* Required fields

* First Name:

* Last Name:

Company:

* Street Address:

Bld./Apt.:

* City:

Select Your Shipping Option

Billing Address

☑ Use my shipping address as my billing address

Choose a delivery speed

Delivery times apply to orders placed before 6:00 PM ET. Orders placed after that time will be processed the following business day. **Order within the next 0 hour(s) and 31 minute(s) to lock in the "get it by" dates shown below.** Shipping & Delivery Details

○ **Express: 3 Business Days** $19.99
Get it by July 08.
Get it even faster.

◉ **Standard: 5 Business Days** $9.99
Get it by July 10.

○ **Economy: 8 Business Days** $4.99
Get it by July 15.

☐ I want to save every time I shop. Email me Vistaprint offers.

Next

Click "Next"

Enter **Your** Credit Card Info

Checkout Shipping **Payment** Review Order Complete

Pay by credit card.

Pay by Credit Card

* Required

* Choose a Credit Card Type:

- -

* Credit Card Number:

* Expiration Date:

Month Year

Or, select a different payment method.

Checkout using PayPal

Or select another payment method

Or, select a different payment method.

Checkout using PayPal

Mail a paper check

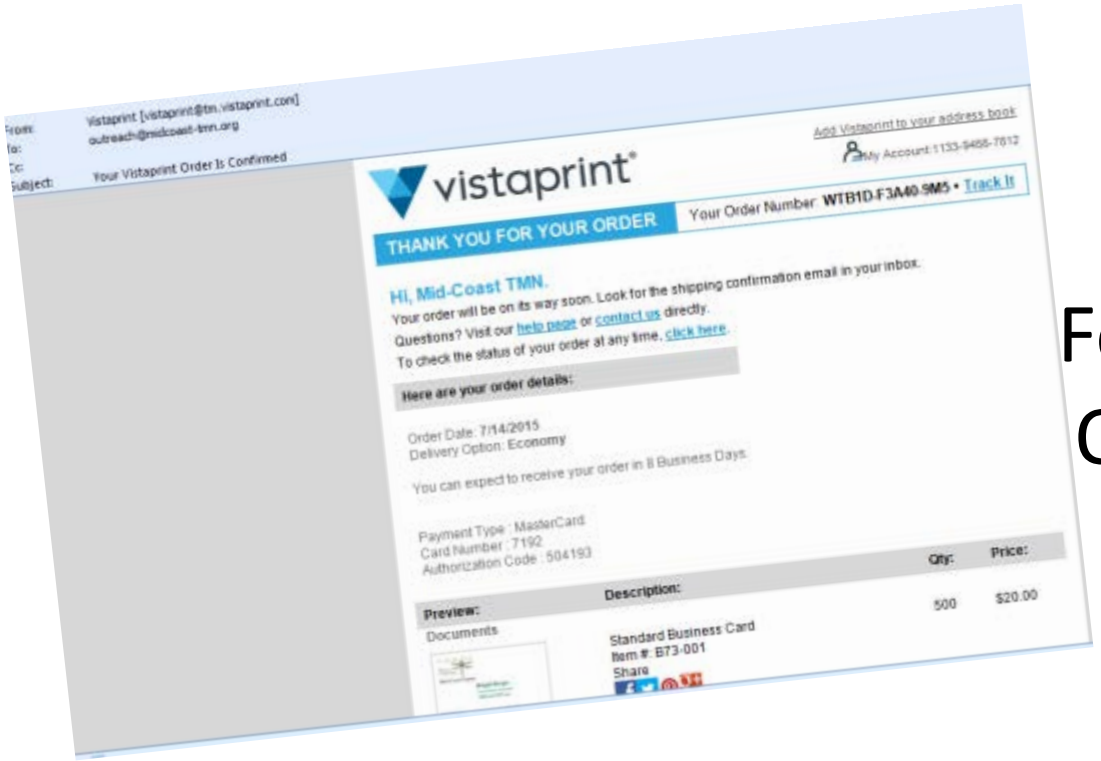
A $10.00 minimum applies to check orders.

You'll be able to review this order before it's final.

Review Order

Final Step:Review the Order and Click “Complete”

Vistaprint will send a confirmation email to the Outreach email address which will be forwarded to you.


From: Vistaprint [vistaprint@tm.vistaprint.com]
To: outreach@midcoast-tmn.org
Cc:
Subject: Your Vistaprint Order Is Confirmed

vistaprint®

Add Vistaprint to your address book
My Account 1133-9468-7612

THANK YOU FOR YOUR ORDER

Your Order Number: WTB1D-F3A40-9M5 • Track It

Hi, Mid-Coast TMN.
Your order will be on its way soon. Look for the shipping confirmation email in your inbox.
Questions? Visit our help page or contact us directly.
To check the status of your order at any time, click here.

Here are your order details:

Order Date: 7/14/2015
Delivery Option: Economy

You can expect to receive your order in 8 Business Days.

Payment Type : MasterCard
Card Number : 7192
Authorization Code : 504193

Preview:	Description:	Qty:	Price:
Documents	Standard Business Card Item #: B73-001 Share	500	$20.00

For Questions, Contact Outreach@MidCoast-TMN.org

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