

Business Card Online Ordering is Now Available!

Ordering Creighton University business cards online is easy to do. Here's a step-by-step process, to help guide you through the process.

1. Click "**Templates**" in the top navigation of creighton.presswise.com.
2. On the left side of the page, under the blue bar entitled "**Templates**" – select your appropriate School, College or Division.
As an FYI - the Administration group encompasses all that does not fall into a School, College or Athletics.
3. On the right side of the page, click on the appropriate image of the project you wish to create.
4. Complete the form with accurate information.
5. Click the "**Update Image**" button to see a revised proof of your project.
6. Review the proof, and make adjustments as needed within the form.
7. Click the "**Review and Approve**" button.
8. Review proof for final approval, and verify all content is accurate.
9. In the "**Online Proof Approval**" Box, insert your initials in the box indicated, and click the "next" button.
10. Select the desired quantity.
11. Select the desired paper.
As an FYI, the standard paper for business cards is the "B101" option, which is a duplex paper with a white front and a blue back. If you'd prefer an all-white paper, the "B102" option is also available.
12. Click the "**Add to Cart**" button.
13. In the "**MEMO**" box, type the name of the business card recipient.
This will allow you to easily search for this order in the future.
14. Click the "**Proceed to Checkout**" button, and continue through the standard checkout process.