Business Card Ordering Instructions

University Faculty/Staff Business Cards are ordered from the Virginia Correctional Enterprise (VCE) PunchOut Catalog within eVA.

When placing an order for business cards please remember that there is a University Identity Standard that must be followed. If you have questions about the University’s Identity Standard and appropriate content for business cards, please contact AJ Newell, Director of Design Services or visit the University Design Services web page.

To Order Business Cards from the VCE PunchOut Catalog:

1. Create an eVA requisition.
2. Enter the Title for the order.
3. Check the P-Card box to pay using your credit card.
4. Select the PO Category: X02 for a Government-to-Government transaction.
5. Select Procurement Transaction Type: 20–Supplies Non-Technology.
6. Click Next.

You will be directed to the Catalogs Home Page.

7. From this page, in the Search bar at the top of the Home Page enter “VCE, Business Cards”

8. Click Search.
9. Click “VCE Business Card PunchOut Site – Virginia” to be directed to the VCE PunchOut catalog

In eVA you can save this search under “Options” so that you have a one-click method to return to this catalog.

The first time you enter the VCE PunchOut Catalog, you will be prompted to create a New User Registration.

To Create a New User Registration:

1. Select “215-University of Mary Washington” from the Organization Name dropdown.
2. Enter your First and Last Name.
3. Create a password for the VCE PunchOut Catalog.
4. Reenter this password to confirm the password.
5. Optional: Enter your Telephone Number.

Once you have completed the New User Registration, you will be directed to the list of Templates.

Note: A notification may appear before you reach the list of Templates asking how you reached the PunchOut Catalog. Click “close”.

If you are using eVA and coming from www.govce.net then click here to go back to eVA and switch to our Business Card Punchout. If not then click here to close.

You will be directed to the VCE Business Cards home screen.
Designing your Business Card:

1. Select “Card Templates” at the top of the screen.

Most of the current UMW templates can be found at the bottom of page two (2).

Template: 9992_S1_SI22_215A is the standard UMW template for most UMW faculty and staff.

2. Select the template you would like to use.

Other templates are available including Athletics, Gari Melchers Home and Studio, Kalnen Inn, The James Monroe Museum, UMW Galleries and UMWSBDC. If you are unsure as to the appropriate template for your card order, or need to create a new template, please contact University Design Services for assistance.
3. Enter your information into the appropriate fields to the left of the screen as you would like it to appear on the business card.

The instructions below are formatted for the standard UMW template. Other University templates have slightly different requirements. If you have questions, please refer to current cards in your department or contact Design Services for assistance.

**Template:**

1. **“Name”:** Complete the full name of the staff person, including any suffix, i.e. “Ph.D.”

2. **“Title1”:** Enter the employee’s title, using abbreviations as necessary to fit on the card.

3. **“Title2”:** Enter his or her title, using abbreviations as necessary to fit on the card. Building or Hall References as well as campus location (i.e., Stafford, Dahlgren) on business cards are not permitted by the University Identity Standard. Please refer to the Identity Standards for guidance.

4. **“Address”:** Enter the University Address as follows:
   1301 College Avenue

5. **“City”:** Enter the City as follows:
   Fredericksburg

6. **“State”:** Enter the State as follows:
   VA

7. **“Zip”:** Enter the Zip Code as follows:
   22401
8. “Optional1”: This field is intended for the phone number. The format for phone numbers for UMW cards is as follows: XXX-XXX-XXXX. Enter the telephone number as: Tel: XXX-XXX-XXXX. If you require a 2nd number such as a toll-free number, enter the numbers as follows: Tel: XXX-XXX-XXXX or XXX-XXX-XXXX. Only three (3) total numbers can be entered on any given card using the UMW template. Refer to the Identity Standards for guidance.

9. “Optional2”: This field is intended for a second phone number (such as a cellphone or fax number). The format is the same as for Telephone number above.
Fax: XXX-XXX-XXXX
Please note that this field will appear in the column to the right. (Maximum characters for this field is 30.)

![UMW Business Card Template]

10. “Email”: Select the down arrows to view more abbreviations.
Select “Email:”

Enter the UMW email address in the blank below exactly as it is formatted in UMW’s email program. (Maximum characters for this field is 30.)
anyemployee@umw.edu

11. “Optional3”: This field is intended for the web address.
Use www.umw.edu as the standard default. (Maximum characters for this field is 30.) Do not enter information in this field other than the web address. Only UMW web addresses are approved for use on business cards.
12. “Ink Type”: Choose “Standard Ink”
UMW no longer requires the use of Ther
diographic ink on business cards.

13. “Quantity/Packaging”: Choose quantity
Pricing is based upon the quantity and built into the template that you chose (i.e.,
number of colors used in the card and type of ink).

You may only choose 250, 500, or 1000 as the quantity per state regulations.

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>COST</th>
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</thead>
<tbody>
<tr>
<td>250</td>
<td>$20.75</td>
</tr>
<tr>
<td>500</td>
<td>$21.75</td>
</tr>
<tr>
<td>1000</td>
<td>$23.75</td>
</tr>
</tbody>
</table>

14. You must choose a proof as part of the card order. If you make an error in the card copy,
you will have an opportunity to proof the card exactly as it will print by receiving a
digital proof from VCE for review. If there is a copy change between the date you place
the order and the date the proof arrives, you will have opportunity to make the change.
If you do not request a proof, and the printed cards are inaccurate, any reprints will be
at the department’s expense. VCE will NOT make any changes or correct even
obvious errors unless you request a proof and you request the corrections or changes.
VCE will print the exact information that you enter into the order.

Approximately 2-4 days after the order is entered, if you have requested a digital proof,
you will receive an email from the VCE print shop with an exact representation of the
card in PDF format. You will need to review the card proof for accuracy and approve it
to print or request corrections via reply email. It is the responsibility of the purchaser to
contact VCE if a proof has not been received within seven business days (VCE contact
information is listed on the last page of this document).

Note: an additional $4.25 will be charged for each additional change request to the order
once the order has been submitted. If any further changes are made, please include a
separate line item for the additional charge(s) on the eVA Purchase Order.
15. Once all information has been entered, click “Preview” to view a sample of the business card.
   To make additional changes, type over the information entered to the left. Click “Preview” again to view your changes.
   Some typesetting adjustments will be made to format the card correctly. The preview is NOT an exact representation, to scale, of how your card will look when printed. Also note that long titles or department names may not fit into the card template. Please try to keep this information as brief as possible, using abbreviations as necessary. For assistance with abbreviations, please contact Design Services.

16. When no further changes need to be made and the card appears correct, click “Add to Cart.”

17. On this screen you will now see the total cost of your business card(s), another preview of the card, and the order details. To add more cards to the order, click “Continue Shopping”.

18. Click “Place Order” when you are finished ordering cards for your department.

The Check Out screen contains information for billing and shipping.

19. Ensure the shipping and billing addresses are correct.
   All billing addresses should be:
   1301 College Avenue
   Fredericksburg, VA 22401

20. If there are any additional instructions, enter those into the Special Instructions section. You may want to enter your name/email address/phone number in the Special Instructions section and state that the proof, cards and invoice are sent only to you.
21. Once Billing and Shipping information is complete and Special Instructions have been included, click “Checkout”.

Once you check out of the VCE Business Card PunchOut Catalog, you will be directed back to eVA, where your order will be processed and paid for.

22. Click “Checkout” in the top right corner of the screen.

This will bring you to the details of the order.

Each Business Card will become a line item on the eVA order and can be assigned its own FOAP information or mass edited with the same FOAP information.

23. Add FOAPAL information to the line items.

24. Add any additional comments (it’s always a good idea to repeat the delivery address information here).

25. Click “Submit” to Process the Order.
After Submitting Your Order

Don’t forget:
• Print your eVA Purchase Order for your SPCC file.
• A packing slip will be included in your shipment. Include this packing slip in your SPCC file.
• Payments are posted when the cards are shipped.

Digital Proofs
• Digital proofs are emailed to the eVA Requester from the VCE Print Shop.
• Review all content that will be printed on the card.
• Ensure spelling is correct and telephone numbers are accurate.
• VCE will not correct even obviously misspelled words. Reprint charges will be at your department’s expense.

If You Have Identified a Correction:
• Reply to the VCE proof message stating all corrections.
• Additional digital proofs cost $4.25.

If the Card is Correct as Originally Proofed:
• Just reply to the original email and state that the cards are approved to print.

If You Do Not Receive Requested Proofs Within 3 Business Days of the Order:
• Contact Amie Sturgill or Jan Thruston with VCE.

<table>
<thead>
<tr>
<th>Amie Sturgill</th>
<th><a href="mailto:Amie.Sturgill@vadoc.virginia.gov">Amie.Sturgill@vadoc.virginia.gov</a></th>
<th>804/372-4912</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan Thruston</td>
<td><a href="mailto:Jan.Thruston@vadoc.virginia.gov">Jan.Thruston@vadoc.virginia.gov</a></td>
<td>804/372-4911</td>
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