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 A.J. Newell, Director of Design Services or visit the University Design Services web page.

Business cards are ordered from Virginia Correctional Enterprise through their punch-out catalog in eVA only.

Costs for business cards are as follows:

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>COST</th>
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<tbody>
<tr>
<td>250</td>
<td>$21.75</td>
</tr>
<tr>
<td>500</td>
<td>$22.75</td>
</tr>
<tr>
<td>1000</td>
<td>$24.75</td>
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Once you have initially created your eVA requisition, entered your title (i.e., VCE - Business cards for: “Name of Faculty/Staff”), checked the box to use your P-Card to pay, selected X02 for a government-to-government transaction type, and eVA directs you to the catalogs page, click “Punch-out catalogs”.

When the list of punch-out catalogs appears on the screen, go to “Keywords Search” and enter “VCE, Business Cards”.

This will bring up the VCE Business card ordering punch-out catalog.

Click on “VCE Business Card Punchout Site – Virginia” and enter the punch-out catalog. (*Note: in eVA you can save this search under “Options” so that you have a one-click method to return to this catalog.)

A notification will appear, click “close”
1. At the top of the home page click on “Card Templates”.

2. Most of the current UMW templates can be found at the bottom of page two (2) 9992_S1_S122_215A is the standard UMW template for most UMW faculty and staff. Click the template you would like to use.

   IMPORTANT NOTE: Other templates are available including Athletics, Belmont, UMW Foundation, Kalnen Inn, The James Monroe Museum and Memorial Library, 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 blanks to the left of the screen as you would like it to appear on the business card.

   IMPORTANT NOTE: 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.
a. In the first field “Name”: Complete the full name of the staff person, including any suffix, i.e. “Ph.D.”

b. In the second text field “Title”: Enter his or her title, using abbreviations as necessary to fit on the card.

c. In the third optional text field “Title”: Enter College or Division (optional line).

Please note that 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.

d. Optional Text Field: 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.
Please note: Only three (3) total numbers can be entered on any given card using the UMW template. Refer to the Identity Standards for guidance.

e. Optional Text Field: This field is intended for a 2nd phone number (such as a cell number) or more commonly, the fax number. The format is the same as for Telephone number above. Please note that this field will appear in the 2nd column (right hand side) of the printed card. (Maximum characters for this field is 30.)
Fax: XXX/XXX-XXXX

f. Enter email as follows: Choose the drop-down menu to display more choices. Select “Email-” and 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

g. Optional Field: This is intended for the web address. Use www.umw.edu as the standard default. (Maximum characters for this field is 30.)

IMPORTANT NOTE: Do not enter information in this field other than the web address. Only UMW web addresses are approved for use on business cards.

h. Choose an ink – Standard ink means flat print on the card, Thermographic ink means raised print on the card. The standard UMW card is printed using Thermographic ink and you MUST select it by checking the box. If you do not check the box, your card will not be printed using the thermographic process and will be out of compliance with the University’s identity standard. If you do not select thermographic ink, reprints will be at the expense of the department.
The Galleries and JMMML cards are printed with standard ink process which means you do NOT need to check the box for thermographic ink. If you have questions please contact Design Services for assistance.

i. Choose quantity – the 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.

j. VCE now offers a card case for $7.00 (as shown in punch-out). There are three colors available; blue, black and red. If you do not want the card case you must check “no” for your order to conclude processing.
k. 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.

IMPORTANT NOTE: 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.

l. 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.

4. Once all information has been entered, click “Preview” – to the right you will be able to see approximately what your card will look like so that you may check it for accuracy. If you need to make any changes, just type over the information entered to the left. Then click “Preview” again and you will be able to see the card with your changes.

IMPORTANT NOTE: 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. If you need help with abbreviations please contact Design Services for assistance.

5. When the card appears correct, click “Add to Cart.”
6. On this screen you will now see the total cost of your business card(s), another preview of the card, and the order details. You may click “continue shopping” to order more cards or you may click “place order” if you do not have other cards to order.

7. Click “place order” when you are finished ordering cards for your department.

8. The Check Out screen contains information for billing and shipping. Make sure that the shipping and billing information is correct. If there are any additional instructions, enter those into the Special Instructions section.

   Note: Due to issues currently being experienced in eVA, 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 to be sent only to you.

9. Once the Shipping and Billing Addresses have been filled out and Special Instructions have been included, click “Checkout”.

10. 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.
11. Click Checkout in the upper right hand corner.

12. This will bring you to the details of the order.

13. 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.

14. Enter your FOAPAL information and submit the order in eVA.

15. Select the line items by selecting the checkbox to the left of the line item.
16. Click Edit. Choose the appropriate FOAP to charge this expense to.

17. Once FOAPAL information has been added and any additional comments have been made, click Submit to process the order.

18. Don’t forget to go back into eVA into your Approved folder once the order has routed through all approvals to print the PCO for your SPCC file. A packing slip will accompany the card order that will document the credit card payment. Payment posting occurs at the time the cards are shipped.

19. **Digital Proofs** are emailed to the eVA requester for the business card order from the VCE print shop. You will need to review all content that will be printed on the card, ensuring spelling is correct and telephone numbers are accurate. VCE will NOT correct even obviously misspelled words and any reprints for errors will be at your department’s expense. If you have identified corrections, all VCE requires is a reply email to the proof message with all corrections provided. You can request another proof at no charge, or simply indicate that once the corrections are made the cards are approved to print with no additional proof. If the card is correct as originally proofed, you just need to reply to the original message and state that the cards are approved to print. If you do not receive requested proofs within 7 days of the order, contact Amie Sturgill or Cheryl Brownell with VCE.

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<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Amie Sturgill</td>
<td><a href="mailto:amie.sturgill@vadoc.virginia.gov">amie.sturgill@vadoc.virginia.gov</a></td>
<td>804/372-4912</td>
</tr>
<tr>
<td>Cheryl Brownell</td>
<td><a href="mailto:cheryl.brownell@vadoc.virginia.gov">cheryl.brownell@vadoc.virginia.gov</a></td>
<td>804/372-4913</td>
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