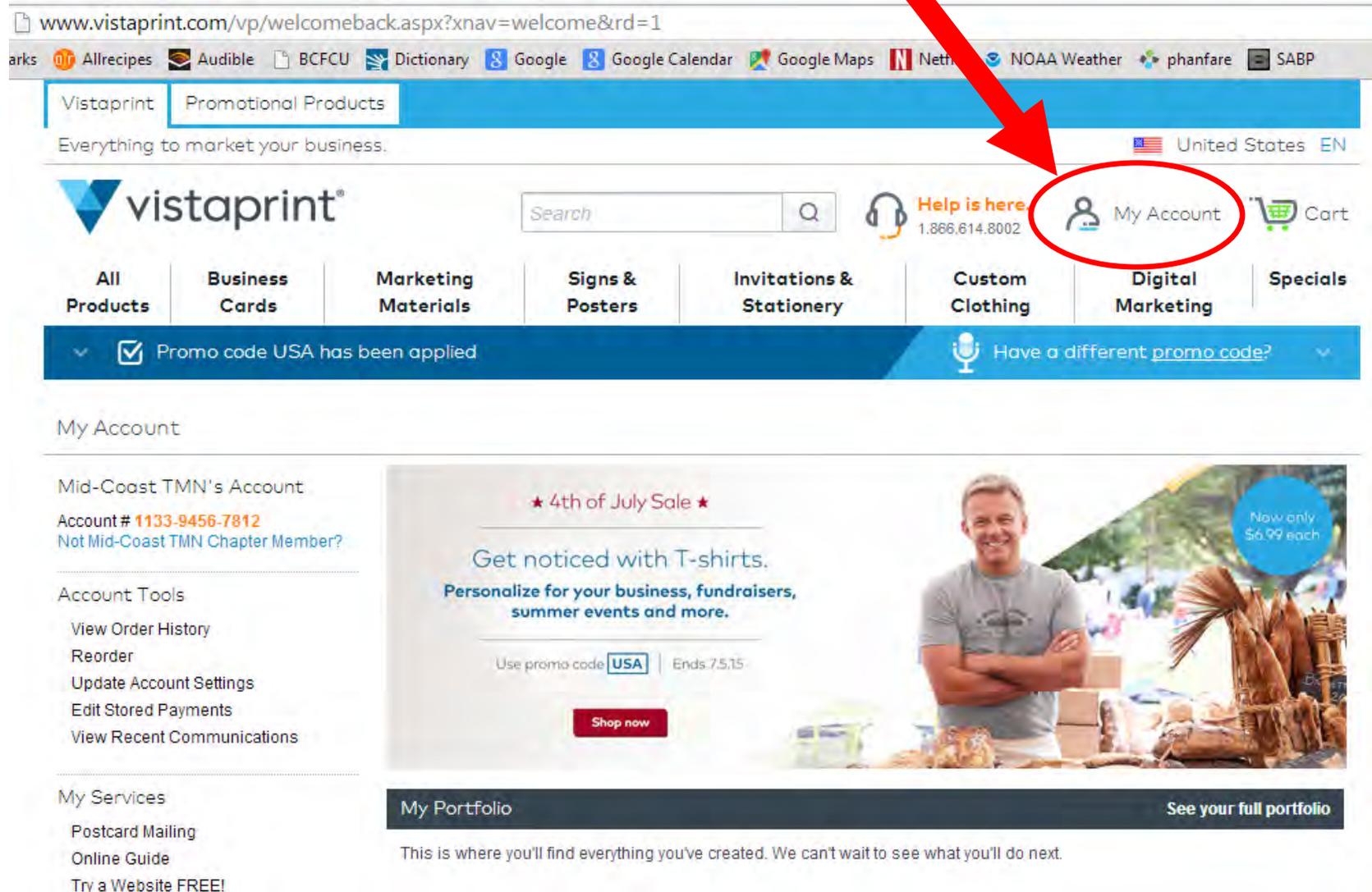


# How to Order TMN Chapter Business Cards

Made Possible by the  
Chapter Outreach Committee

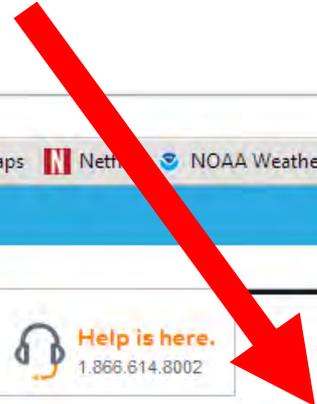
7/2015

On the Internet, go to [Vistaprint.com](http://Vistaprint.com)  
Click on “My Account”



The screenshot shows the Vistaprint website interface. At the top, the browser address bar displays [www.vistaprint.com/vp/welcomeback.aspx?xnav=welcome&rd=1](http://www.vistaprint.com/vp/welcomeback.aspx?xnav=welcome&rd=1). Below the address bar, there are navigation links for various services like Allrecipes, Audible, BCFCU, Dictionary, Google, Google Calendar, Google Maps, Net, NOAA Weather, phanfare, and SABP. The main navigation bar includes the Vistaprint logo, a search bar, a help icon with the text "Help is here 1.866.614.8002", and a "My Account" link which is circled in red. A red arrow points from the text above to this link. To the right of the "My Account" link is a shopping cart icon labeled "Cart". Below the navigation bar, there are several product categories: All Products, Business Cards, Marketing Materials, Signs & Posters, Invitations & Stationery, Custom Clothing, Digital Marketing, and Specials. A blue banner below these categories indicates that a promo code "USA" has been applied. Below the banner, the "My Account" section is visible, showing the user's account information: "Mid-Coast TMN's Account", "Account # 1133-9456-7812", and "Not Mid-Coast TMN Chapter Member?". Under "Account Tools", there are links for "View Order History", "Reorder", "Update Account Settings", "Edit Stored Payments", and "View Recent Communications". Under "My Services", there are links for "Postcard Mailing", "Online Guide", and "Try a Website FREE!". A large promotional banner for a "4th of July Sale" is also visible, featuring a man in a grey t-shirt and a "Shop now" button. The banner text includes "Get noticed with T-shirts. Personalize for your business, fundraisers, summer events and more." and "Use promo code USA | Ends 7.5.15". A "See your full portfolio" link is located at the bottom right of the page.

# Click on "Sign In"



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

marks Allrecipes Audible BCFCU Dictionary Google Google Calendar Google Maps Net NOAA Weather phanfare SABP

Vistaprint Promotional Products

Everything to market your business. United States EN

**vistaprint** Search Help is here. 1.866.614.8002 My Account Cart

All Products Business Cards Marketing Materials

✓ Promo code USA has been applied

My Account

Account #: 1133-9456-7812 My Account

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

Now only \$6.99 each

Use promo code USA Ends 7.5.15 Shop now

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.

vistaprint® Search Help is here. 1.866.614.8002 My Account Cart

All Products Business Cards Holiday Cards & Gifts Marketing Materials Signage & Trade Shows Invitations & Stationery Clothing & Bags Promotional Products Labels & Stickers Digital Marketing Design Services Deals

Enter Email Address: `communications@midcoast-tmn.org`

Please Sign In

What is your e-mail address?

E-mail:

Do you have a Vistaprint password?

- No, I am a new customer.
- Yes, I have a password.

Select "Yes, I have a password"

Password:

Keep me signed in.

Enter the Password: kingfisher

Forgot your password?  
[Reset my password](#)

# Click "See your full portfolio"

The image is a screenshot of the Vistaprint website. At the top, a red arrow points from the text 'Click "See your full portfolio"' to a link labeled 'See your full portfolio' in the 'My Portfolio' section. The website header includes the Vistaprint logo, a search bar, and navigation links for 'All Products', 'Business Cards', 'Marketing Materials', 'Signs & Posters', 'Invitations & Stationery', 'Custom Clothing', 'Digital Marketing', and 'Specials'. A blue banner below the navigation indicates that a promo code 'USA' has been applied. The main content area features a promotional banner for a '4th of July Sale' on T-shirts, with a 'Shop now' button. The 'My Account' section on the left lists various account tools and services. The 'My Portfolio' section at the bottom right contains the circled link 'See your full portfolio' and a brief description: 'This is where you'll find everything you've created. We can't wait to see what you'll do next.'

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

Vistaprint Promotional Products

Everything to market your business. United States EN

vistaprint® Search

Help is here. 1.866.614.8... 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

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

★ 4th of July Sale ★

Get noticed with T-shirts.  
Personalize for your business, fundraisers,  
summer events and more.

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.

# Click "Edit" on the item called TMN Personal Cards

www.vistaprint.com/vp/ns/my\_account/my\_portfolio.aspx

Vistaprint Promotional Products  
Everything to market your business. United States EN

vistaprint® Search Help is here. 1.866.614.8002 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	<b>TMN Personal Cards</b>  Preview	<b>Product:</b> Standard Business Cards <b>Created:</b> 5/25/2015 <b>Identification #:</b> 0Z08Q-C3A17-2M1 Image Upload Share 	<a href="#">Edit</a> <a href="#">Order</a> <a href="#">Rename</a> <a href="#">Save a Copy</a> <a href="#">Delete</a> <a href="#">See Matching Documents</a>

# Click on the Name

The screenshot shows the Vistaprint website interface for customizing a business card. The browser address bar displays the URL: [www.vistaprint.com/studio.aspx?pf\\_id=B73&page=1&alt\\_doc\\_id=0Z08Q-C3A17-2M1&cart\\_alt\\_doc\\_id=0Z08Q-C3A17-2M1&rd=1](http://www.vistaprint.com/studio.aspx?pf_id=B73&page=1&alt_doc_id=0Z08Q-C3A17-2M1&cart_alt_doc_id=0Z08Q-C3A17-2M1&rd=1). The navigation menu includes: Products, Cards, Materials, Posters, Stationery, Clothing, and Marketing. The main heading is "Customize Your Standard Business Card".

The design tool interface includes a toolbar with icons for Design, Text, Image, More, Undo, Redo, PDF, and Save. The left sidebar shows the "Design" panel with a "Logo / Photo Area" section containing four layout thumbnails. Below this is a "Background Color" palette with 24 color swatches. At the bottom of the sidebar is a "+ Just Text" button.

The central preview area shows a business card design with a dashed "Safety Line" border. The card content includes:

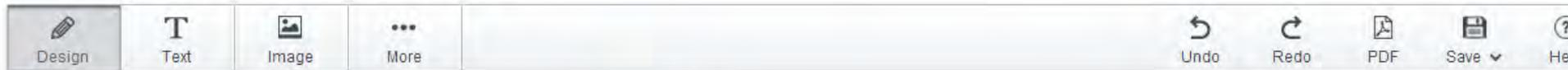
- TEXAS (spelled out in large letters)
- Master Naturalist (with a dragonfly illustration)
- Mid-Coast Chapter
- Brigid Berger** (highlighted by a red arrow)
- Certified Texas Master Naturalist
- MidCoast-TMN.org
- 713-825-1929
- BrigidBerger@comcast.net

At the bottom right of the preview area, there are "Preview" and "Next" buttons.

# Type in Your Name



## Customize Your Standard Business Card



**Design**

Logo / Photo Area

Background Color

+ Just Text

+ Background Image

Safety Line

T E X A S

Master Naturalist

Mid-

Times New Roman 12 B I U MORE >

Janet Price

**Janet Price**

Certified Texas Master Naturalist

MidCoast-TMN.org

713-825-1929

BrigidBerger@comcast.net

Preview

Next

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

Customize Your Standard Business Card



Design

Logo / Photo Area

Background Color

Safety Line

T E X A S



Master Naturalist

Mid-Coast Chapter

**Janet Price**

Times New Roman 8  **B** *I* U MORE >

President@MidCoast-TMN.org

713-202-7639

President@MidCoast-TMN.org



# When Finished, Click “Next”

The image shows a design software interface with a top toolbar containing icons for Design, Text, Image, More, Undo, Redo, PDF, Save, and Help. On the left is a 'Design' panel with options for 'Logo / Photo Area', a color palette, and 'Just Text' or 'Background Image' templates. The main workspace displays a business card template for the 'Texas Master Naturalist Mid-Coast Chapter'. The card features a dragonfly logo and the following text: 'TEXAS Master Naturalist Mid-Coast Chapter Janet Price Certified Texas Master Naturalist MidCoast-TMN.org 713-202-7639 President@MidCoast-TMN.org'. At the bottom of the workspace are 'Front side' and 'Back side' preview thumbnails. A 'Preview' label is positioned above a 'Next' button, which is circled in red. A large red arrow points from the top of the screen down to the 'Next' button.

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

The screenshot shows a design tool interface for the back side of a card. On the left is a 'Design' sidebar with sections for 'Company Name', 'Upload Your Design', 'Appointment', and 'Background Color'. The main area is titled 'Back side printing options:' and contains three radio button options: 'Full-Color Starts at \$8.99 \$5.99', 'Grayscale Starts at \$4.99 \$2.99', and 'Blank INCLUDED'. The 'Blank' option is selected and circled in red. Below the options is a 'Safety Line' section with a dashed border. At the bottom right, there is a 'Preview' button and a 'Next' button, both circled in red. A large red arrow points from the text 'Click “Next”' to the 'Next' button.

Design

Company Name  
Company Message  
WWW.DRIVER

Upload Your Design

Appointment  
Click and drag to add text, images, and other elements to your design.

Background Color

Back side printing options:

Full-Color  
Starts at ~~\$8.99~~ \$5.99

Grayscale  
Starts at ~~\$4.99~~ \$2.99

Blank  
INCLUDED

Safety Line

Click “Next”

Preview

Next

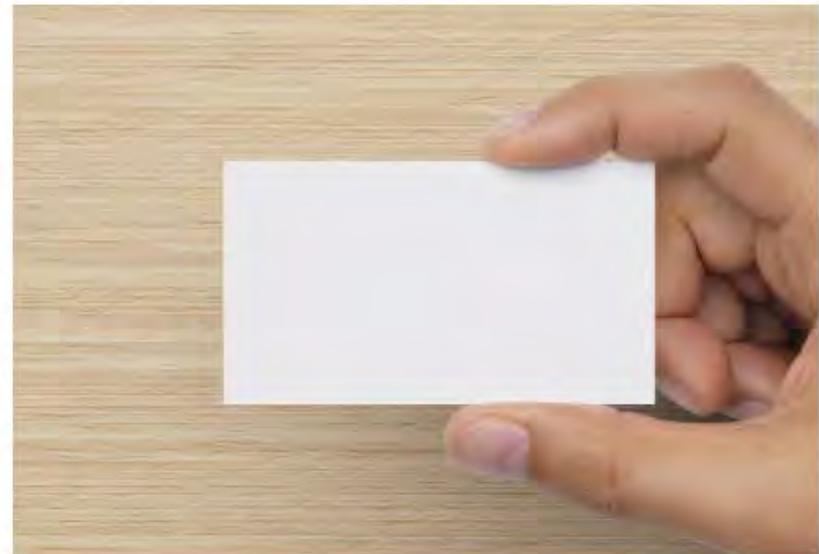
# Select “I have reviewed and approved my design” then Click “Next”

## 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
<input checked="" type="radio"/> 100	\$0.08	<del>\$16.00</del> <b>\$7.99</b>
<input type="radio"/> 250	\$0.04	<del>\$10.00</del> <b>\$8.99</b>
<b>RECOMMENDED</b>		
<input type="radio"/> 500	\$0.02	<del>\$20.00</del> <b>\$9.99</b>
Not sure how many to order? We recommend 500 – the most popular quantity among our business customers.		
<input type="radio"/> 1000	\$0.02	<del>\$40.00</del> <b>\$19.99</b>
<input type="radio"/> 1500	\$0.02	<del>\$60.00</del> <b>\$29.99</b>
<input type="radio"/> 2000	\$0.02	<del>\$80.00</del> <b>\$39.99</b>
<input type="radio"/> 2500	\$0.02	<del>\$100.00</del> <b>\$49.99</b>
<input type="radio"/> 5000	\$0.02	<del>\$160.00</del> <b>\$79.99</b>
<input type="radio"/> 10000	\$0.01	<del>\$280.00</del> <b>\$139.99</b>

Back

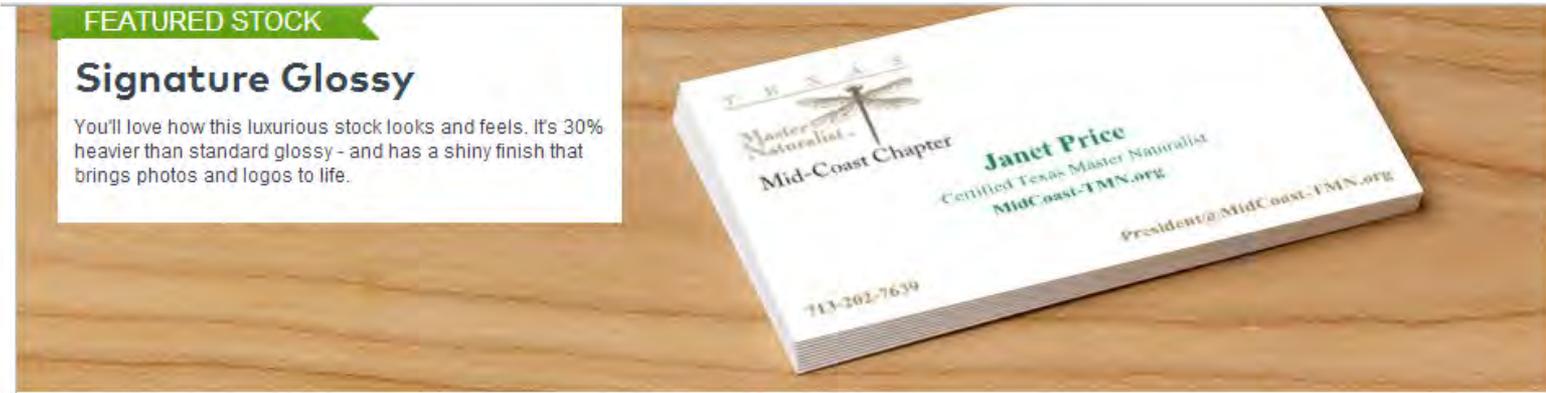
You have already saved \$8.01!

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	<del>\$15.00</del> \$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	<del>\$15.00</del> \$11.24	Smooth, elegant finish gives a professional look	Select
Signature Linen	<del>\$15.00</del> \$11.24	Feel the difference with these sturdy cards with a textured fabric finish.	Select
Recycled Matte	<del>\$15.00</del> \$11.24	Go green with 100% recycled paper.	Select
Glossy	INCLUDED	A good option for photos.	Select
Matte	INCLUDED	The budget-friendly choice.	<input checked="" type="checkbox"/> Selected

Back

You have already saved \$10.01!



Next

# Add a card holder or not Click "Next"

Your Standard Business Card

Step 1: Complete Your Order >> Step 2: Recommended For You >> Step 3: Checkout



▶ Quantity

▶ Paper Stock

▼ Business Card Holders

Back

You have already saved \$10.01!

Next

Select a Business Card Holder

Say NO to bent corners! Protect your cards and look sharp with a high-quality card holder.



[Edit My Information](#)

**Engraved Business Card Holders**

Use our high-quality, engraved metal business card holders for gifts and



**Desk Business Card Holder**

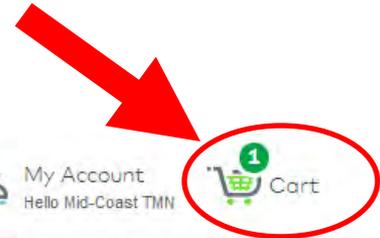
Dress up your desk and show everyone you're a professional. Holds up to 60



**Leather Business Card Holder**

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

[+ Show Selected Options](#)

\$20.00

USA

-\$10.01

Item Total

**\$9.99**

## Promotional Code

USA



**Promo code USA has been applied:**

Save up to 50% on select products [Details](#)

Only one promo code per order, please.

## Product Total

**\$9.99**

# Enter Your Mailing & Billing address



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



## Pay by credit card.

Pay by Credit Card     

\* Required

\* Choose a Credit Card Type:

\* Credit Card Number:



\* Expiration Date:

Or, select a different payment method.

Checkout using **PayPal**

# Or select another payment method

Or, select a different payment method.

Checkout using **PayPal**

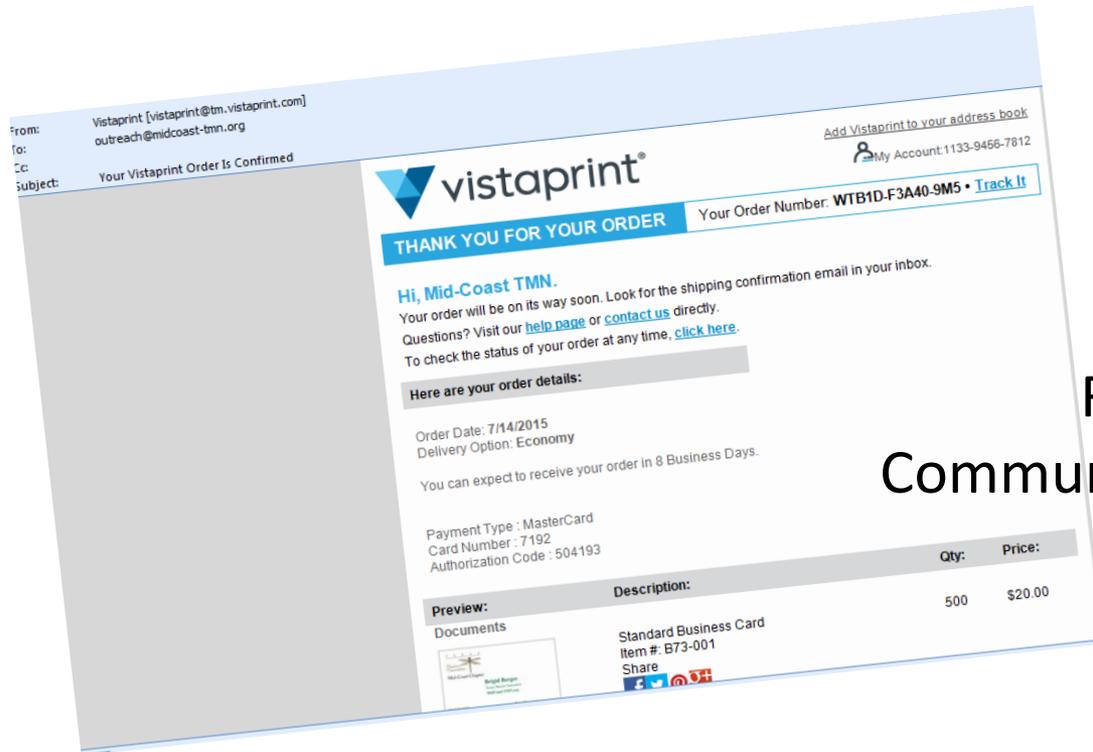
Mail a paper check.  
A \$10.00 minimum applies to check orders.

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 Communications email address which will be forwarded to you.



For Questions, Contact  
[Communications@MidCoast-TMN.org](mailto:Communications@MidCoast-TMN.org)

For Questions, Contact  
[Communications@MidCoast-TMN.org](mailto:Communications@MidCoast-TMN.org)