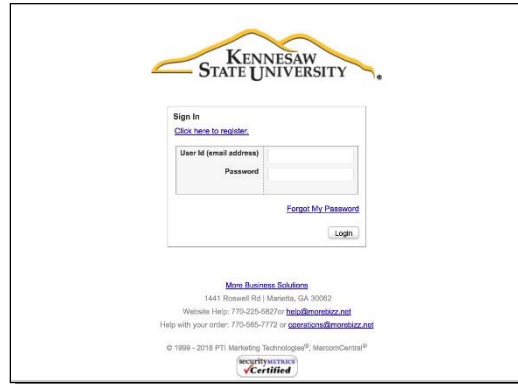


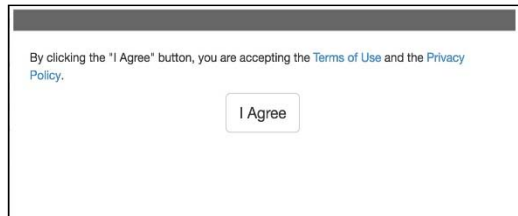
# Quick Start Guide - Website for ordering KSU Stationery (business cards, letterhead, envelopes etc).

Link to website: <http://members.printable.com/morebizz/arc/>

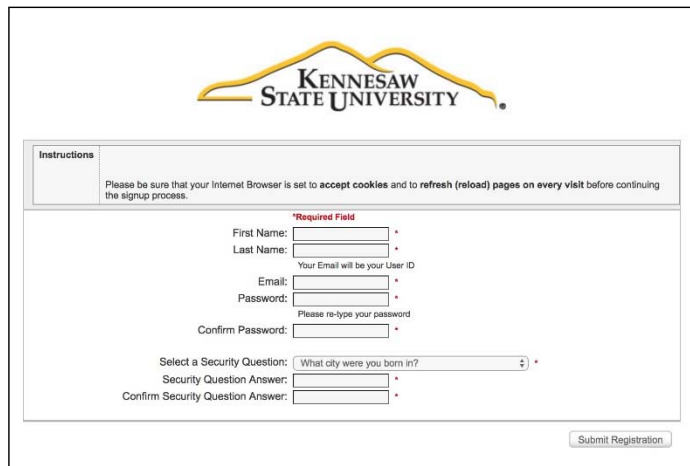
1. Create your user account: Follow the 'Click Here to Register' link to set up your account.



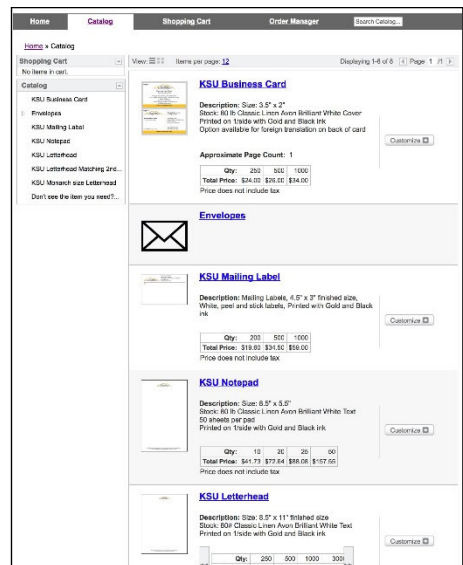
You will be prompted to review the site policies before proceeding.




2. Fill in the required info and click 'Submit Registration'.



3. Now you are on the main catalog page which shows all of the products we have ready for order. Click on the first item you want to order (letterhead for this example).



- First, choose your department's logo. Click on the Gallery button (  ) to see the logos. From the gallery view you can also search by name.

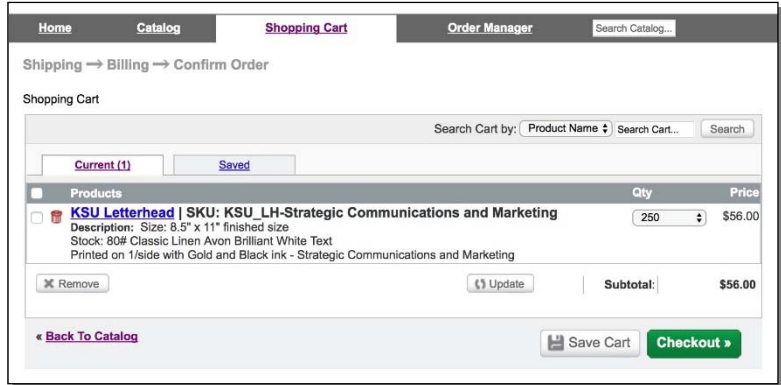
*If you can't find your logo, it will need to be created for you before you can complete your order. Please send an email to: [logos@kennesaw.edu](mailto:logos@kennesaw.edu) to request your logo.*

- Now complete the rest of the fields on the left side and click the green 'Refresh' button on the right side above the preview image. Your custom proof will be created onscreen.

***This is the final proof, so be sure to look carefully for any typos or errors.*** You can zoom in and out or move your view, or you can open a pdf of the item. This pdf can be saved and emailed for approval if needed. To make changes, edit your information on the left and click the refresh button again.

- When your item is customized as needed, select the quantity and click 'Add to Cart'.

- Now you should see your shopping cart. If you need to order more items, click on the Catalog link at the top and continue shopping. If you are ready to checkout, click the Checkout button.



- Enter your **shipping** address and click Continue. *You don't have to select a Shipping Method.*

Click the 'Save Address' button to use the address you entered for future orders.

Click 'Continue'

Products	Description	Ship To	Shipping Instructions	Qty
<input type="checkbox"/> KSKU Letterhead KSKU_LH-Strategic Communications and Marketing	Size: 8.5" x 11" finished size Stock: 80# Classic Linen Avon Brilliant White Text Printed on 1/2 side with Gold and Black ink - Strategic Communications and Marketing	Current		250

Subtotal: \$56.00  
Total: \$56.00

9. Enter your **billing** address. This must be the billing address for your credit card if you are paying with a P-Card. Otherwise if paying with a Purchase Order please enter the address of the office that is requesting the P.O.

**Shipping** → **Billing** → Confirm Order

*Please Note: By submitting this order you are confirming that you have proofed all content and accept all charges for items ordered. Any changes or re-orders will be the financial responsibility of the ordering department.*

**Choose Billing Address: (All Products) - Enter your valid Purchase Order number:**

Use Shipping Address  
Use a New Address (This order only). Note: All orders must be shipped to KSKU facilities in Kennesaw, GA :

Country: United States  
Addr1: 1000 Chastain Rd  
Addr2:  
City: Kennesaw  
State: Georgia  
Zip: 30144

**Choose Payment Method:**

Purchase Order

**PO Number (All Products) - Enter your valid Purchase Order number:**

SKU	Description	PO Number	Qty	Price
<input type="checkbox"/> KSKU_LH-Strategic Communications and Marketing	Size: 8.5" x 11" finished size Stock: 80# Classic Linen Avon Brilliant White Text Printed on 1/2 side with Gold and Black ink - Strategic Communications and Marketing		250	\$6.00

Subtotal: \$56.00  
Total: \$56.00

Select Purchase Order and enter the PO#, or select Credit Card

**Choose Payment Method:**

Purchase Order  
 Credit Card

**PO Number (All Products) - Enter your valid Purchase Order number:**

SKU	Description	Qty	Price
<input type="checkbox"/> KSKU_LH-Strategic Communications and Marketing	Size: 8.5" x 11" finished size Stock: 80# Classic Linen Avon Brilliant White Text Printed on 1/2 side with Gold and Black ink - Strategic Communications and Marketing	250	\$6.00

Subtotal: \$56.00  
Total: \$56.00

10. Confirmation screen: Check over all information carefully before completing your order.

At the bottom of the page, enter your credit card info (if you are paying with a P-Card). Click Complete Order.

[Shipping](#) → [Billing](#) → **Confirm Order**

<b>Current Ship To Address</b>	Kennesaw State University First and Last Name 3391 Town Point Drive NW Town Point Building, Ste.2700 470-578-6203 Kennesaw, GA 30144 US <a href="#">[Change]</a>
--------------------------------	---

<b>Purchase Order Number: Enter your valid PO number (ex: 0000520xxx):</b>	<b>Current Bill To Address</b>
	1000 Chastain Rd Kennesaw, GA 30144 US <a href="#">[Change]</a>
<b>Payment Method</b>	Credit Card

Items				
	Name	SKU	Qty	Price
1	KSU Letterhead Description Size: 8.5" x 11" finished size Stock: 60# Classic Linen Avon Brilliant White Text Printed on 1/side with Gold and Black ink - Strategic Communications and Marketing Ship To First and Last Name 3391 Town Point Drive NW Kennesaw , GA 30144 US <a href="#">[Change]</a>	KSU_LH-Strategic Communications and Marketing	250	\$56.00
				Subtotal: \$56.00
				<b>Total: \$56.00</b>

<b>Credit Card Type:</b>	Visa
<b>Credit Card Number:</b>	<input type="text"/>
<b>Expiration:</b>	01 2016
<b>First Name on Card:</b>	<input type="text"/>
<b>Last Name on Card:</b>	<input type="text"/>
<b>Phone Number:</b>	<input type="text"/>

[Back](#) [Complete Order](#)

11. Your order is complete.  
Once you see your purchase  
order number you are  
finished!

This is your basic order  
summary.

Be sure to print this screen  
to use as your receipt.

The screenshot shows the Kennesaw State University Order Manager interface. At the top is the university logo. Below it is a navigation bar with links for Home, Catalog, Shopping Cart, and Order Manager. The main content area is titled 'Manage Orders » Order Summary'. It contains two columns of order details: 'Order Date: 1/10/2018' and 'Current Ship To' (Kennesaw State University, 3391 Town Point Drive NW, Town Point Building, Ste.2700, 470-578-6203, Kennesaw, GA 30144, US); 'Purchase Order Number: 003266' and 'Current Bill To' (1000 Chastain Rd, Kennesaw, GA 30144, US); and 'Payment Method: Credit Card'. Below this is a table with columns for Options, SKU, Description, Ship To, Qty, and Price. The table lists one item: 'KSU\_LH-Strategic Communications and Marketing' with a quantity of 250 and a price of \$56.00. A subtotal and total of \$56.00 are shown at the bottom right. A 'View Detail Summary' button is located at the bottom right of the page.

Click 'View Detail Summary for more  
info.

You can also log in later and click on  
the 'Order Manager' to review your  
previous orders, print receipts or place  
reorders.

This is an identical screenshot of the Kennesaw State University Order Manager interface as shown above, displaying the same order summary information and navigation elements.

<b>Need Help?</b>			
<i>Questions about an order you have placed?</i>	<i>Website questions?</i>	<i>Invoice questions?</i>	<i>Don't see the item you need?</i>
<b>Customer Service</b> 770.225.0321 <a href="mailto:orders@morebizz.net">orders@morebizz.net</a>	<b>Seth Caldwell</b> 770.225.5816 <a href="mailto:seth@morebizz.net">seth@morebizz.net</a>	<b>April Trammell</b> 770.225.5845 <a href="mailto:Apriltrammell@morebizz.net">Apriltrammell@morebizz.net</a>	<b>Charity Cirillo</b> 770.225.5836 <a href="mailto:Charitycirillo@morebizz.net">Charitycirillo@morebizz.net</a>