Instructions for using the QuikPrint Storefront for ordering business cards, envelopes, and letterhead.

1. Click the “Place Order” button listed on the Purchasing website under contract# C002-14-01.
2. Click the “Select” button for the product you want to order.
3. Click on the item link if you want to view a sample of the product.
4. Click on the Quantity drop down box, choose the quantity, and click “Continue” at the bottom of the page.
5. Complete the Document Library with the information you want on the product being ordered.
6. Select “Preview” at the bottom of the page to review the proof. NOTE – this is the only proof that will be received. You will not receive a proof via email. If you are ordering for someone else, ensure that they have approved the document prior to ordering.
7. Select “Order” if the proof is correct or “Modify” to make changes.

Selecting “Order” moves your item to the shopping cart. If you are ordering only the one item, complete the delivery information towards the bottom of the page. To place the order click the “Submit Request” button at the bottom of the page.

-OR-

To order additional items, continue shopping by selecting “Document Library” to go back to the menu of available items. Once all items being ordered are ready, complete the delivery information. To place the order click the “Submit Request” button at the bottom of the page.

Note: You can “Modify” or “Delete” items in the “View Cart” tab prior to submitting the order.