School District of Clayton Business Card Ordering Instructions

1. Go to <u>claytonschools.net/businesscards</u>

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Search Product Q Login	י קר Cart (0) ד
THE SCHOOL DISTRICT OF CLAYTON	R
Login	
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- **2.** Log-in using the following information:
 - Username:Your claytonschools.net email addressPassword:1way@mlp

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CLAYTON			Login '
	Login	×	
	User Name christennill@claytonschools.net		
	Password		
	Remember User Name Login	Forgot Your Password?	
	New User? Register		

3. Select your school/work location by clicking on the card you wish to order.

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	FEATURED	PRODUCTS		
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Glenridge Elementary School Business Card	Meramec Elementary School Business Card	The Family Center Business Card	Wydown Middle School Business Card	

4. Then click on "add to cart" in the pop-up window.

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	CLAYTON
	Clayton School District Business Card X
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	Continue Shapping Add to Cart
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5. Give your order a job name **(A)**. Select your quantity **(B)**. Confirm all your contact information is correct and/or make any necessary changes, such as adding your mobile number. Then click Add to Cart to review a proof.

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Clayton School District Business Card			≡ Split Window	Q, Review My Job	🕜 Help	X Close
• Job Name	Personalization					
CPT Business Cards Ouantity Pages	* First Name	Christopher P.	←			
250 B • 1	* Last Name	Tennill	←			
other information	• Title 1	Chief Communications Officer	←			
	Title 2					
	* Email	christennill@claytonschools.net	←			
	Address	#2 Mark Twain Circle				
	City	Clayton	Buildin	ng address f	ills	
	State	мо	in au	utomatically		
	Zip	63105	J			
	• Main	314.854.6000	←			

6. Review your card carefully. If everything looks good, click Add to Cart again to confirm. If you need to make changes, click the arrow on the line with Personalization.

Clayton School District Business Card			≡ Split Window Q Review	w My Job 🕜 Help	Close
• Job Name 🛛	Personalization				-
CPT Business Cards	Preview			${\cal G}$ Update Preview	DF Proof
250 • 1	_	3.5 inches			
other information		_			
			#2 Mark Twain (Clayton, MO 6	Circle 53105	
	- 2 inches	Christopher P. Tennill chief communications officer christennill@claytonschools.net	MAIN: 314.854. DIRECT: 314.854. MOBILE: 314.803. FAX: 314.854.	.6000 .6015 .8268 .6093	
		claytonschools.net Educa	ite. Inspire. Empor	wer.	
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7. Confirm your quantity and click Proceed to Checkout.

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CART					
Products	Quantity	Unit Price	Total	Subtotal:	\$30.00
CPT Business Cards Term Name: Clayton School District Business Card Turn Around Time : 10 Days Turn around the date and indicate the blinning date	✓ 250 500 ✓ save tor later	\$0.12	\$30.00	Taxes: Total:	\$0.00 \$30.00
Tax Exempt				You are exempted tax	on products
				Proceed to checkout to vi taxes, fe	iew final order total, including es, shipping.
CONTINUE SHOPPING				PROCEED TO	о снескоит 🗕 🔿
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8. Shipping details will be entered automatically. Scroll down and click Proceed to Payment.

SHIPMENT 1	D
Please select a shipment type.	Products
MLP Truck Delivery Local V	CPT Business Cards
	Item Name: Clayton School District Business
ADDRESS	Qty Unit Price To
Add from Address Book	250 \$0.12 \$30
Christopher	Cultantalı (20
* Last Name:	Subbat: 530. Shipping: \$0.
Tennill	Taxes: \$0.
Address Line 1:	Total: \$20.0
Administrative Center	10tat. \$30.0
Address Line 2:	You are exempted tax on products
2 Mark Twain Cir	
Company:	
School District of Clayton	
Email:	
christennill@claytonschools.net	
Delivery Instructions	
Save to My Address Book	
Save Cancel	
You must click save to proceed with checkout.	

9. Enter the ASN this order will be charged to. (This is a 7-digit number.) If you don't know this, then contact the person who processes POs/Vouchers for your department or school. After entering the ASN, click "Place My Order" and you're done.

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CLAYTON		👤 Chi	istopher Tennill 👻
Ø	2		
Shipping	Payment		Fini
How would you like to pay?			
PAYMENT METHOD		Products	
Please select a payment type.		CPT Business Cards	
ASN#		Item Name: Clayton School	District Business
		Card	
* ASN# :		250 \$0.12	\$30.00
7476XXX			
		Subtotal:	\$30.00
		Shipping:	\$0.00
		Taxes:	\$0.00
		Total:	\$30.00
		You are exempted tax on pro	ducts
		PLACE MY OR	DER 🔶
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To create business cards for additional staff members, logout and repeat steps 2-9.