1 Login to StaplesAdvantage.com

2 Click on the Lists Tab and select My Lists then select Business Cards

-or-

Click on Business Cards in the Lists Box.

For questions, contact Lori DiCross @ P: (724)470-4718 or E: Lori.DiCross@Staples.com
Select the card you want to order and click **Customize**.

Fill in your information (**any field left blank will not appear on your card**). **View & Approve** your Proof on the screen as you fill in each field. **Select your Quantity** from the Dropdown Box. Click **Add to Cart**.

For questions, contact Lori DiCross @ P: (724)470-4718 or E: Lori.DiCross@Staples.com
5. Click on the Shopping Cart.

6. From the Cart: You can Change Budget Centers, Add a PO# (if required), Select Delivery Date, Edit the Item (if needed).

   Once you are finished, click on Submit Order.

For questions, contact Lori DiCross @ P: (724)470-4718 or E: Lori.DiCross@Staples.com