

Web2Print

Standard Stationary Package includes:

- **Standard university letterhead**
 - Standard university letterhead is half the cost of customized pre-printed department letterhead.
 - A word document template will be available to customize your standard letterhead. Simply, update the header with your department's information to personalize before printing.
- **Customized pre-printed department letterhead**
 - To order customized pre-printed letterhead, email a request to printing@mnstate.edu.
 - Customized letterhead has a suggested minimum of 1,000 sheet quantities due to the additional set-up and printing costs.
- **Envelopes** – No. 10 window and non-window.
- **Business cards** – departments will have the ability to create their own business card proof by typing in a specific employee's information. These are then saved for future re-orders.
- **Note Cards** – personalized blank note card will be available with an A6 envelope

Follow these instructions to activate your account:

1. Visit <http://printing.mnstate.edu/branding/?IID=1>
2. Log in using your mnstate.edu email username and password
(If you are unable to login you'll need to update your password at <https://dragonmail.mnstate.edu/>, click on "change password". If you still experience trouble, contact support@mnstate.edu)
3. Log out
4. Send email to marketingteam@mnstate.edu with the cost centers you would like attached to your name.

Training or assistance:

You can walk up to the Copy2Print window during their regular business hours for a brief training. They are open:

- Monday through Friday. 8 am to 4:30 pm

They can help you log in, order for the first time or answer any question you might have.

Other publication needs:

If your department has other marketing pieces that you would like posted to your catalog for re-order, please email marketingteam@mnstate.edu. The Marketing Team can provide assistance on rebranding and production.



Welcome to MSUM Copy 2 Print

If you need it, we can print it!

Order business cards, brochures, postcards, stationery, catalogs, and programs that can be fully customized. Our state-of-the-art system provides instant online pricing, ordering, order tracking and PDF proof.

Login to your Account



User Name:

Password:

Login

[Forgot Your User Name or Password?](#)



English Deutsch Français Español Italiano

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Log in using your mnstate.edu email username and password

What would you like to do?



Order from Our Catalog

Conveniently order print-ready documents from the Print Provider's Catalog.

[Start Ordering](#)



Print Documents from Your Computer

Send us documents stored on your computer and have them printed from the convenience of your home or office.

[Start Ordering](#)



Order a Book Assembly

Need to print a book from files on your computer? Use Book Assembly Ordering.

[Start Ordering](#)



Order Status

Easily and conveniently Track the status of your order.

[View Status](#)

Click "Start Ordering" to "Order From Our Catalog".

How to order and create a business card

The screenshot displays the MSUM Print Catalog website interface. At the top, there is a navigation bar with links for 'Order Jobs', 'Track Jobs', and 'Manage Account', along with utility icons for shopping cart, home, help, and search. Below the navigation bar, the main content area is titled 'MSUM Print Catalog' and features a large 'Select a category' prompt with a computer monitor icon and a red arrow pointing to the 'Business Cards & Stationary' category. A red circle highlights the 'Select' button for this category. To the left, a 'Select Category' sidebar lists various product categories with their respective counts: Brochures, Flyers, & Posters(3); Business Cards & Stationary(4); Documents & Forms(1); Postcards & Cards(5); and Booklets & Programs(0). To the right, there are two sidebars: 'Shopping Cart' showing 'One item in cart' with a total price of \$2.40 and a 'View Cart' button; and 'Items On Hold' which is currently empty with 'Remove' and 'Add to Cart' buttons. A thin black line extends from the bottom of the 'Select' button in the 'Business Cards & Stationary' category towards the text below.

Click "Select" to order business cards and stationary from the "Business Cards & Stationary" category.

MSUM Print Catalog > Business Cards & Stationery

Select Category

- [Brochures, Flyers, & Posters\(3\)](#)
- [Business Cards & Stationary\(4\)](#)
- [Documents & Forms\(1\)](#)
- [Postcards & Cards\(5\)](#)
- [Booklets & Programs\(0\)](#)

Business Cards & Stationary



M Business Card

Create your own MSUM business card.



Add to Cart

Hold

MSUM Letterhead

Order 2-color preprinted MSUM letterhead from our inventory.



Add to Cart

Hold

MSUM #10 Envelope

Order 2-color preprinted MSUM envelopes from our inventory. Available in #10 size.



Add to Cart

Hold

MSUM #10 Window Envelope

Order 2-color preprinted MSUM window envelopes from our inventory. Available in #10 size.



Add to Cart

Hold

Shopping Cart

One item in cart.

Total Price: \$2.40

View Cart

Items On Hold



Remove

Add to Cart

Click "Add to Cart" to order business cards from the "M Business Cards" category.

M Business Card

Variable Information

Job Details

Preview

Default Page: 1

* Whole Name:
First Last Name

* Job Title Line 1:
Job Title Line 1

* Job Title Line 2:
Job Title Line 2

* Telephone: e.g. 222.222.2222
218.477.5555

* Cell Phone: e.g. 222.222.2222
218.477.5555

* Fax: e.g. 222.222.2222
218.477.5555

* Email:
email@mnstate.edu

* College or Dept Name:
College of Education and Human Services

* Room - Hall:
Room - Hall

* Mandatory Fields
Add Records

Preview of Business Card:
M MINNESOTA STATE UNIVERSITY
MOORHEAD.
College of Education and Human Services
First Last Name
Job Title Line 1
Job Title Line 2
218.477.5555 T
218.477.5555 C
218.477.5555 F
email@mnstate.edu
Room - Hall
1104 Seventh Avenue South
Moorhead, Minnesota 56563
www.mnstate.edu



Cancel Continue

Enter your information into the fields to create your business card.

If you don't have information that will go in a field, ex. cell phone, delete the text in the field and the cell phone line will be removed.

M Business Card

Variable Information

Job Details

Preview

Job #: #1144

Job Type Class: M Business Card

Template: #329; M Business Card

Created: 08-03-2011 12:50

Cost Center:

Expiration Date:

Note For Print Provider:

Select your cost center number from the dropdown menu.

M Business Card

Variable Information

Job Details

Preview

Page: 1



I have reviewed the Proof and accept it

Cancel

Back

Add to Cart

Add to Cart & Order

Review your proof and check the box "I have reviewed the Proof and accept it". Then select "Add to Cart & Order".

Please wait...

Click on **Get Quote**, receive the price and then click on **Proceed to Checkout**.

JOB #	Thumbnails	Job Name	Quantity	Price (\$)
1138	 	M Business Card #1138	30	\$2.40

Note: The displayed price does not include taxes and shipping

Subtotal: ~~\$2.40~~

(Get Quote before Ordering)

Get Quote

Proceed To Checkout

Select your quantity, then click on "Get Quote".
Select "Proceed to Checkout".


Checkout


Shipping Details

Billing Details

Confirmation

Please enter your shipping details:


Choose The Shipping Date: 08-09-2011 12:51 


Choose a Shipping Method: Pick-up by customer 


Ship to this Address:

Derek Lien
Moorhead

 Edit

 Show Address Book

 Enter a New Shipping Address

 Ship To Multiple Addresses

Select a date you need your business card printed by, or leave the date at the listed time.
(A surcharge is added to “Urgent” and “Express” orders.)

Checkout

Shipping Details **Billing Details** Confirmation

Before placing the order, Verify all relevant information.

Billing		Order Information		
Billing Address: Derek Lien Moorhead				
<input type="button" value="Edit"/>				
<input type="button" value="Show Address Book"/>				
Ship to Derek Lien				
Shipping To: Derek Lien Moorhead		Shipping Date: 08-09-2011 ,01:00 Shipping Method: Pick-up by customer		
Job#	Job Name	Job Details	Quantity	Price (tax excluded)
1138	M Business Card #1138 Ordered by: Derek Lien	Cost Center: <input type="text" value="215022"/> Ref Code: <input type="text"/>	30	\$2.40
Summary				
Payment Method <input checked="" type="radio"/> Purchase Order <input type="text"/>				Price: \$2.40 Urgency Fee (0.00 %) \$0.00 Sub Total: \$2.40 Sales Tax (0 %) \$0.00 Shipping: \$0.00 Total Price: \$2.40

I accept all of the terms as they are defined in the [Terms and Conditions](#)

Verify your information and check "I accept all of the terms...", then select "Place Your Order".

After you place your order, an email confirmation is sent to your inbox.
When your business card is printed and ready to be picked up, an email will be sent to your inbox informing you that it is ready.