

EMPLOYEES MAY ONLY ENTER ENCLOSED TEXT WITH



Ordering Business Cards

Business cards are an important tool for Postmasters, OIC's and other individuals that have direct contact with customers. www.stamptheworld.com has the exclusive contact for creating business cards for the Postal Service.

How do I order?

- Do an off-catalog ebuy2 for your business cards. Use 52111 for the GL code and stamptheworld as the vendor.
- Cost will be \$6.87 for 250 business card
- in the final screen, add \$6.70 for shipping and handling

Upon approval, setup an account at www.stamptheworld.com and create the desired business card. After you have verified the proof, edit the shopping card to a quantity of 250 and make sure the shipping is 'First Class Mail'.

Shopping Cart Contents			
Item	Qty	Delete	Price
Standard USPS Format Cards Review Proof	250	<input type="checkbox"/>	\$6.87
Merchandise Subtotal:			\$6.87
! First Class Mail: <input checked="" type="radio"/>			\$6.70
! Express Mail: <input type="radio"/>			\$23.95
Total Price:			\$13.57
Coupon or Promo Code: <input type="text"/> Click 'Update Cart' to use coupon.			

****You must click the update button for any of the above changes to take affect.****

Update Cart

To update quantity, change the quantity number then click Update
To delete an item, check the corresponding delete box then click Update