

# UNIVERSITY PRINTING *services*

## Lowest Price ▪ Best Quality

PRINTOSU.COM

LETTERHEAD  
500 = \$60

BUSINESS CARDS  
250 = \$15

#10 ENVELOPES  
500 = \$85

LARGE NOTE  
SHEET  
500 = \$45

SMALL  
NOTE SHEET  
500 = \$25

- Quick Delivery
- Easy Online Ordering
- Purchasing Approved Vendor  
and OK Corral Supplier



# **HOW TO PLACE YOUR ORDER ONLINE**

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## Login:

Please use your email address to login below.

Email Address:

Password:

- ☒ I am a returning user
- ☐ I am a new user (create your own password above)
- ☐ I forgot my password

[Continue On >>](#)

[Contact Customer Service](#)

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Enter our Storefront from OK Corral or directly from [printosu.com](http://printosu.com) and login.

bindery with capabilities such as cutting, saddle stitching, perfect binding, collating and folding. Lastly, we have a variety of specialty equipment allowing us to provide oversized posters, banners, engraving, garment printing and more.

We encompass a 45,000-square foot facility with a 24-hour pressroom operation. Proofs and orders are routinely delivered as quickly as they are ready Monday through Friday, at no additional charge to our clients. Our Customer Service staff can provide an in-person consultation and project files can be conveniently uploaded directly using this website.

Since being established in 1908, we are proud to have become the largest and most award-winning university printer in the nation. We have over 80 full time craft persons who are dedicated to producing the highest quality products. Since 1990, we have received over 240 awards in recognition of our outstanding achievements in every category of printing.

For the best quality and price, contact us with your project today.

**Phone: (405) 325-4176 | Fax: (405) 579-0310**

Kristina Sever | kristina@printosu.com • Sherri Isbell | sherri@printosu.com

## INSTRUCTIONS

When purchasing office stationery products per contract OSUA&M-PRNT-000266-2017 please enter your order here at printosu.com and be sure to reference your order number in the item description of your OK Corral requisition.

For instructions on this process please [click here](#).

Also, please be sure to assign the contract number to your cart. For instructions on this process please [click here](#).

The screenshot displays the PrintOSU website interface. At the top, there are four product preview cards for letterheads, business cards, envelopes, and letterheads. Below these, there are four product selection panels. The first panel, 'OSU Letterheads', shows a dropdown menu with options: 250 - \$15.00, 500 - \$25.00, 1000 - \$30.00, and 250 - \$15.00. A blue arrow points to this panel. The second panel, 'OSU Style 2 Business Cards', shows a dropdown menu with options: 250 - \$15.00. The third panel, 'OSU #10 Envelopes', shows a dropdown menu with options: 500 - \$85.00. The fourth panel, 'OSU Letterheads', shows a dropdown menu with options: 500 - \$60.00. Each panel has an 'Add' button. Below the product panels, there is a red timeline with numbers 1 through 9. A blue arrow points to the number 1.

1 2 3 4 5 6 7 8 9

Find the product you would like to buy, choose a quantity, and select **add**.

## Configure Item

## Business Card Front Selections

Format:



Standard



Academic

Name Prefix:

Mr.

First Name:

John

Middle Name or Initial:

M

Last Name:

Doe

Name Suffix:

Ph.D.

Title:

Team Member

Department:

Name of Department

College:

Name of College

Office Phone:

405 - 123 - 4567 Ext.  
98765

Cellular Phone:

123 - 456 - 7891

## OSU Style 1 Business Cards

**MR. JOHN M DOE, PH.D.**

TEAM MEMBER

Name of Department

Name of College

**O** | 405-123-4567 Ext. 98765**C** | 123-456-7891**F** | 987-654-3219**A** | 1234 E Street, Suite 1, Stillwater, OK 74074

john.doe@okstate.edu

**okstate.edu**

Back Side ↔

Cancel

Checkout ▶

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Choose between the **Standard** and **Academic** Formats.

## Configure Item

## Business Card Front Selections

Format:

☒ Standard ☐ Academic

Name Prefix:

Mr.

First Name:

John

Middle Name or Initial:

M

Last Name:

Doe

Name Suffix:

Ph.D.

Title:

Team Member

Department:

Name of Department

College:

Name of College

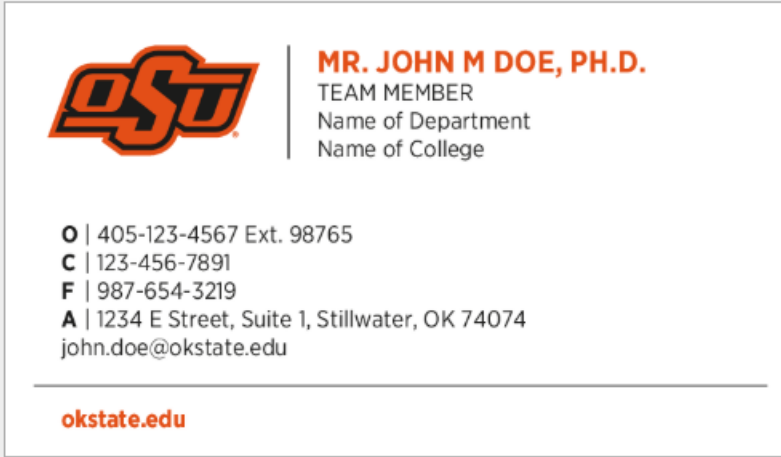
Office Phone:

405 - 123 - 4567 Ext.  
98765

Cellular Phone:

123 - 456 - 7891

## OSU Style 1 Business Cards



Preview of OSU Style 1 Business Card. The card features the OSU logo, the name MR. JOHN M DOE, PH.D., and the title TEAM MEMBER. It also displays contact information: O | 405-123-4567 Ext. 98765, C | 123-456-7891, F | 987-654-3219, and A | 1234 E Street, Suite 1, Stillwater, OK 74074. The email address john.doe@okstate.edu and the website okstate.edu are also shown.



Back Side ↺

Cancel

Checkout ▶



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Enter the information you want to appear on the product, then click **Checkout**.

Provide confirmation of this proof.

☐ I am responsible for all costs applicable  
for this order and approve the exact layout shown.

[◀ Cancel](#) [Accept Proof ▶](#)



**MR. JOHN M DOE, PH.D.**

TEAM MEMBER

Name of Department

Name of College

**O** | 405-123-4567 Ext. 98765

**C** | 123-456-7891

**F** | 987-654-3219

**A** | 1234 E Street, Suite 1, Stillwater, OK 74074

john.doe@okstate.edu

okstate.edu



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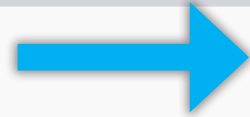
8

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Review your proof. If all information is correct, click **Accept Proof**.

Please Select Quantities for your Items:

Item	Qty	Remove	Edit
OSU Style 1 Business Cards (Doe, J.)	250 - \$25.00 ▼	<input type="checkbox"/>	<a href="#">edit</a>

[Add More Products](#)[Update](#)

Requestor Information:

Your First Name: Your Last Name: Your Email Address: 

Shipping Information:

Please check your shipping information to ensure proper delivery.

Ship To:

Attn: Department: Street 1: Street 2: City, State: Zip: Phone: Comments:  
(optional)[Review Order ▶](#)

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Either click **Add More Products** to order more, or fill out the requestor information and shipping information and click **Review Order**.



Your order is not yet complete. Following is a summary of your order.  
Please verify all information carefully, then click Send Order.

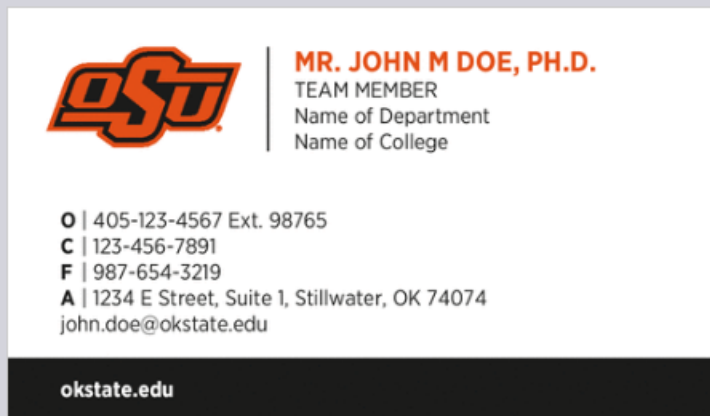
Item	Qty	Price
OSU Style 1 Business Cards (Doe, J.)	250	\$25.00
Total Price:		\$25.00
(Total does not include shipping)		

## Ship To:

Attn: John Doe  
Department: Name of Department  
Address: 1234 E Street  
Suite 1  
Stillwater, OK  
74074  
Phone: 123-456-7891

## Item Proofs:

## OSU Style 1 Business Cards (Doe, J.)



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Review your order details. If everything is correct scroll to the bottom of the page and click **Send Order**.

Order Received.

Your order has been received.

Order placed for: **meaghan hill**  
Ordered on: 03/31/2020 (mm/dd/yyyy)  
Order number: L62SN7

Please [print this page](#) for future reference

An email confirmation has just been sent to **john.doe@okstate.edu**. If you do not receive a confirmation within 30 minutes, you may have provided an incorrect or incomplete email address. This will not affect the processing of your order.

[Start a New Order](#)

Order Summary:

Item	Qty	Price
OSU Style 1 Business Cards (hill, m.)	250	\$15.00
Total Price:		\$15.00
(Total does not include shipping)		

Ship To:

Attn:	John Doe
Department:	Department Name
Address:	1234 E Street Suite 1 Stillwater, ok 74074
Phone:	123-456-7891

Comments:

Comments:	Taking screenshots. Please disregard order.
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Item Proofs:

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Make note of your order number. You will need to reference this in the item description of your OK Corral requisition.

Non Catalog Item

Univ Of Okla Printing Svcs

select different supplier

2101 W Tecumseh Rd, Norman, OK 73069-8253 US

Distribution Methods

Product Description	Catalog No.	Quantity	Price Estimate	Packaging
Business card order for Test Card. Order number 15189. 199 characters remaining expand   clear	N/A	1	15.00	EA - Each

Product Details

Manufacturer Name

Manufacturer Part No

Controlled substance

Recycled

Hazardous material

Radioactive

Rad Minor

Select Agent

Toxin

Energy Star

Green

Save

Cancel

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Go back into OK Corral and fill out a non-catalog item per normal procedure and reference your order number in the description.

# UNIVERSITY PRINTING *services*

## **STATIONERY**

**Online ordering available.**

Note Sheets  
Letterhead  
Envelopes  
Business Cards

## **POSTER & BANNER SHOP**

Contour Cut Posters  
Banners  
Yard Signs  
Gallery Wraps

## **PRINTING**

Booklets  
Reports  
Brochures  
Invitations  
Flyers  
Variable Data  
Labels  
Magazines  
Pocket Folders  
Lamination  
Binding

*And much more!*

Email [info@printosu.com](mailto:info@printosu.com) for estimates.