

# How to Order Business Cards

For questions, please call  
Leslie Cole, W&M Print Coordinator  
757-627-8712, Ext 114

# Step 1: Login

- Copy and paste the following link in your browser:

<https://www.williamandmaryprinting.com/school%20of%20business.html>

- Click on the Business Card style



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The Highest Level Of Customer Satisfaction And Service!

## Select A Card Style

 Raymond A. Mason  
School of Business  
WILLIAM & MARY  
**Name**  
Title1  
Title2orDepartment  
**Address1**  
Address2  
Phone1 Phone2  
Email • Optional



## Easy To Order

1. Order Online
2. Email  
Your print request and files to: [orders@williamandmaryprinting.com](mailto:orders@williamandmaryprinting.com)
3. Call  
757.627.8712 for questions when placing an order
4. Payment  
A Liskey representative will contact you if paying by credit card.

School departments may pay by credit card or invoice.

# Step 2: Complete Form

## W&M School of Business Card Design

ONE SIDED  
THREE COLORS  
ONE COLUMN

Department Name

Enter your Program & Year (i.e. MBA Class of 2026)

Paying By Credit Card \*

Yes

No

Credit Card Contact Name

Enter your full name

Credit Card Contact Phone

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### ### ####

Enter the phone number associated with your credit card

Deliver To Person

Enter your full name

Your E-mail

Enter your wm.edu email address so they know you are a WM student

Contact Phone Number \*

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### ### ####

Enter your cell phone number



**This Print Job Is**

- Is A New Order
- An Exact Reorder Without Changes

**If Reordering, Previous Job Number**

- This Is A Rush Print Job - ASAP (rush fees may apply)
- This Is Not A Rush But I would Like As Soon As Possible

**Desired Completion Date**

Please Allow 10 Business Days from Proof Approval

/  /    
MM DD YYYY

The vendor would prefer that you enter the exact date that you need the cards (keeping in mind that they need 10 business days (M-F) after approval of proof.

**Delivery Instructions**

Deliver 

The vendor only delivers to Miller Hall. Please select "deliver" rather than "pick up" and enter the address of 101 Ukrop Way, Williamsburg, VA 23185.

**Deliver To Address**

101 Ukrop Way, Williamsburg VA 23185

**Special Delivery Instructions**

Suite 2051, Miller Hall 

Maximum of 255 characters allowed. Currently Entered: 0 characters.

Please enter our suite number (2051). When the business cards arrive, we will email you to pick them up from our office.

Please Choose the Cardstock Thickness \*

80#

100#

Cardstock Thickness

Cardstock 80# Order Quantity

Cardstock 100# Order Quantity

Enter Card Information Below

Name On Card

Enter your name as you would like it to be printed on card.

Primary Title

Enter Class and Year that you will graduate (i.e. MBA Class of 2026)

Secondary Title, Department Name

Mailing Address Line 1

PO Box 8795

Department, Building or Office

City

Williamsburg

State

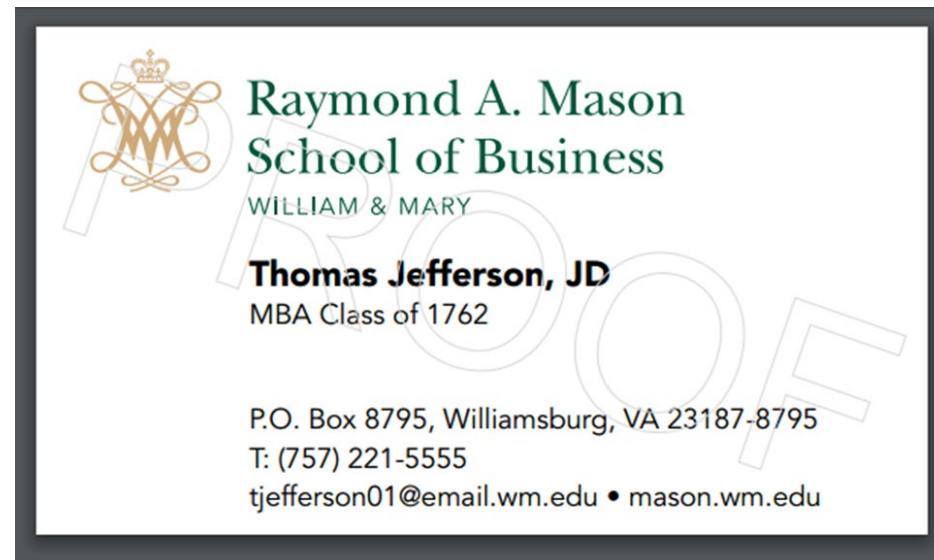
VA

Must be 2 characters. Currently Entered: 2 characters.

Zip

23187-8795

Choose the weight/heaviness (80 pound or 100 pound) of the card you want to order. Most students choose 80 pound. The least expensive option is 250 cards at 80# for \$ 58.60.



Phone 1

-  -   
### ### ####

Phone Number Prefix

None

Phone 2

-  -   
### ### ####

Phone Number Prefix


None

Email

Optional EMAIL Line Text

Maximum of 30 characters allowed. Currently Entered: 0 characters.

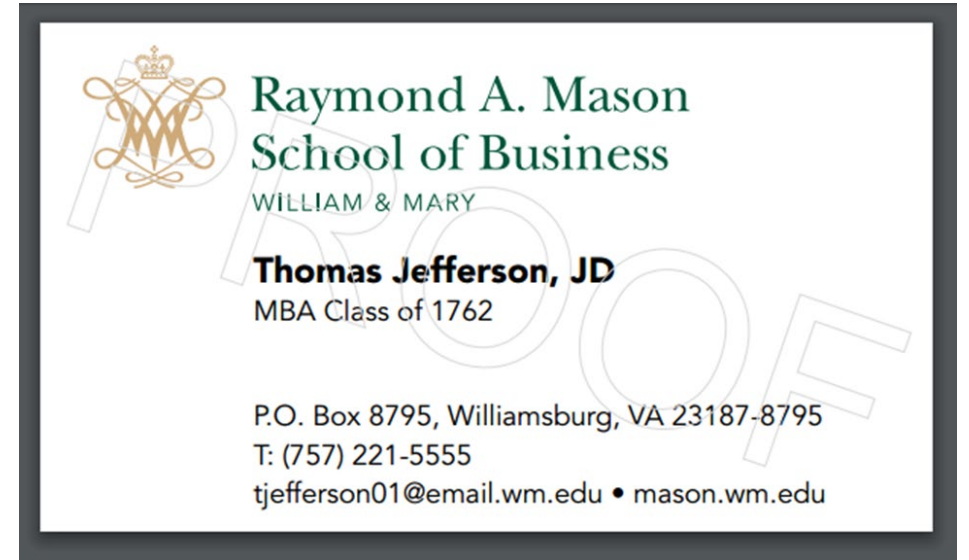
Draw your signature into the box below.



[Clear](#)

Submit

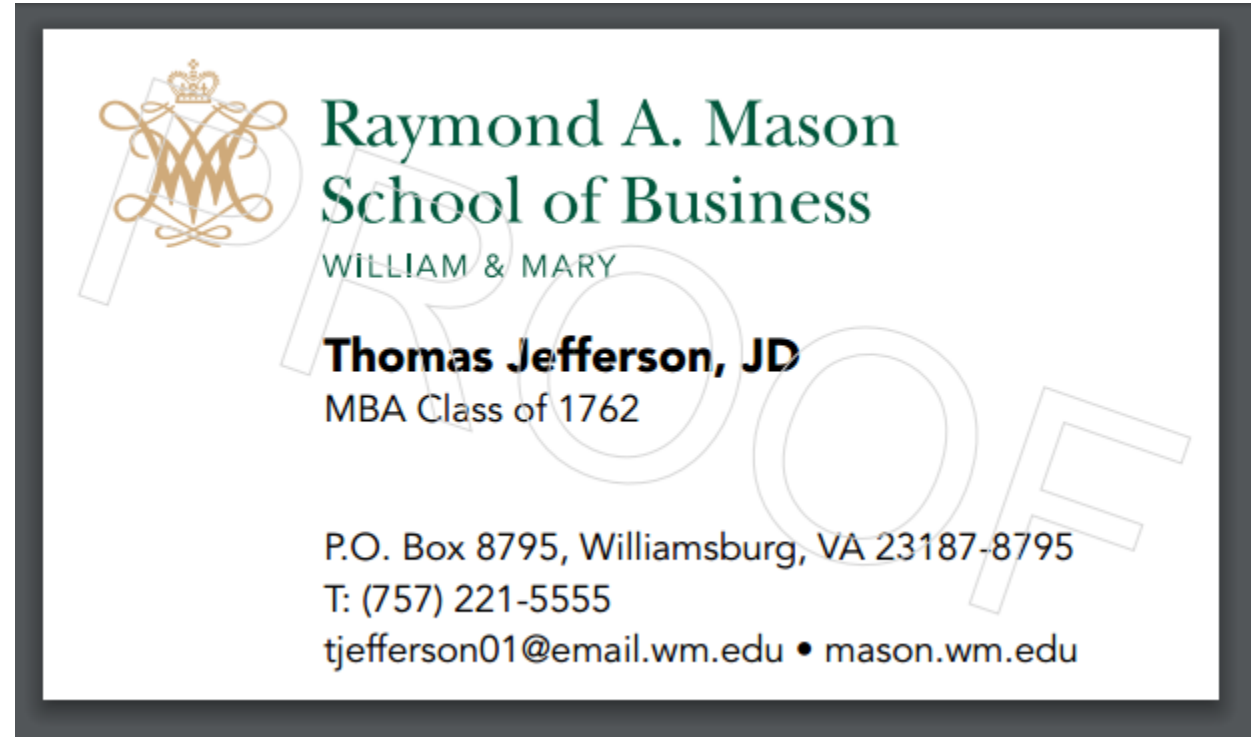
Enter up to two phone numbers for contact



Enter up to two email address for contact

# Step 3: Preview your business cards

- Do your business cards accurately reflect your information?
- Does the template most accurately reflect your enrollment?
- If yes, accept proof.
- You will receive an email with an invoice. Call the number on the invoice to pay with your credit card and ask any further questions.



## Step 4: Pick Up

You will be notified via email when your business cards have arrived at the Program Office.





# Questions?

If you have questions about your business card order, please contact Leslie Cole, W&M Print Coordinator at [Leslie@liskeyprinting.com](mailto:Leslie@liskeyprinting.com)

or give her a call at 757-627-8712, Ext 114.

