

How to Order Business Cards

2017-2018

If you have questions, please contact the MBA Program Team at
mba.program@mason.wm.edu

Step 1: Login

Copy and paste the following link in your browser:

<https://live.w2pshop.com/Store/Default.aspx?CUR=b76d89ca-8d15-49d5-ad9d-8ffcf9c2f828>

Login as the following:

Username: **raymondmason_generic**

Password: **generic**

Step 2: Choose your business card template

There are several templates to choose from based on your enrollment:

- Dual Degree Student
- Full-Time MBA Student
- Flex MBA Student
- MGJW MBA Student
- Full-Time MSBA Student

The screenshot shows the website interface for the Raymond A. Mason School of Business. At the top, there is a green navigation bar with the text "Welcome to Raymond A. Mason School of Business (W&M)" and links for "Home", "View Cart", and "Logout Raymond_mason_order". Below this is the school's logo and name, "Raymond A. Mason School of Business WILLIAM & MARY". A search bar with the text "Find Products..." is visible. A navigation menu includes "HOME", "BROWSE PRODUCTS", and "ADMINISTRATION". The main content area is titled "SELECT A PRODUCT" and displays four business card templates. Each template is a white card with the school's logo and contact information. The templates are: "Dual Degree Student", "Flex MBA Student", "Full-Time MBA Student", and "MGJW MBA Student". Each template has a price tag of "\$35.95" and a "Continue" button. A green circle highlights the "Full-Time MBA Student" template, and a hand cursor is pointing at it.

Welcome to Raymond A. Mason School of Business (W&M) Home View Cart Logout Raymond_mason_order

Raymond A. Mason School of Business WILLIAM & MARY

Your Cart is Empty

Find Products...

HOME BROWSE PRODUCTS ADMINISTRATION

SELECT A PRODUCT

Product Name	Price	Action
Dual Degree Student	\$35.95	Continue
Flex MBA Student	\$35.95	Continue
Full-Time MBA Student	\$35.95	Continue
MGJW MBA Student	\$35.95	Continue

Step 3: Fill in your Information

Once you choose your template, fill in the following information:

- Name
- Optional Title – ie, JD, MD, PhD, etc
 - Please do not put “Student” or any military rank in this space
- Graduation Year
- Phone number
 - Please put down a phone number that you do not mind potential employers calling
- WM email

MASONFTMBA

^ Details

Quantity	Unit Price
500	\$35.95
1000	\$54.95
1500	\$70.95
2000	\$89.25
2500	\$103.95

Reset Fields

Name
Thomas Jefferson

Please do not use "Student" as a title.

Optional Title
JD

Class of Year
1762

Phone
757-221-5555

Email
tjefferson01@email.wm.edu

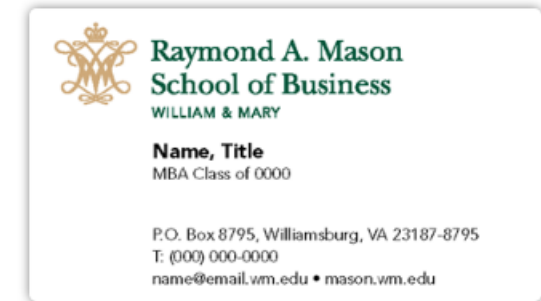
Preview

You must Preview before you accept the proof.

I accept the proof.

\$35.95 Add to Cart

Quantity: 500



Step 4: Preview your business cards

You must preview your Business Card BEFORE you can accept the proof.

Full-Time MBA Student
MASONFTMBA

^ Details

Quantity	Unit Price
500	\$35.95
1000	\$54.95
1500	\$70.95
2000	\$89.25
2500	\$103.95

Reset Fields

Name
Thomas Jefferson

Optional Title
JD
Please do not use "Student" as a title.

Class of Year
1762

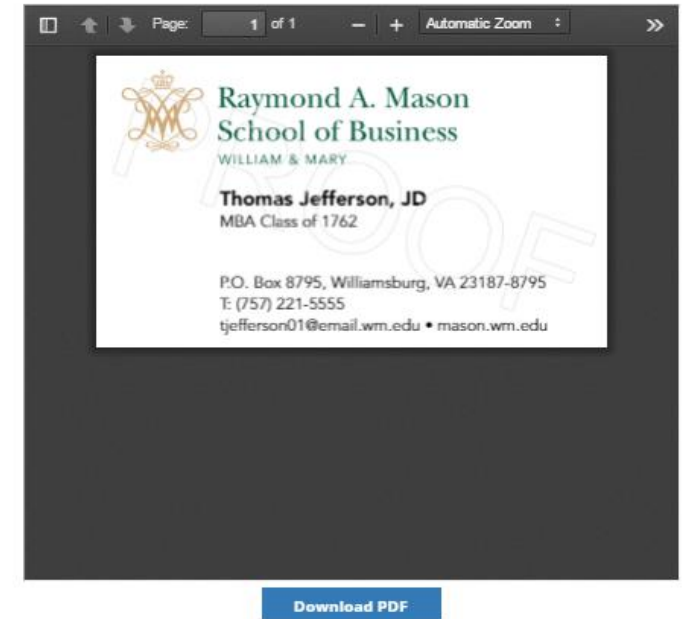
Phone
757-221-5555

Email
tjefferson01@email.wm.edu

Preview

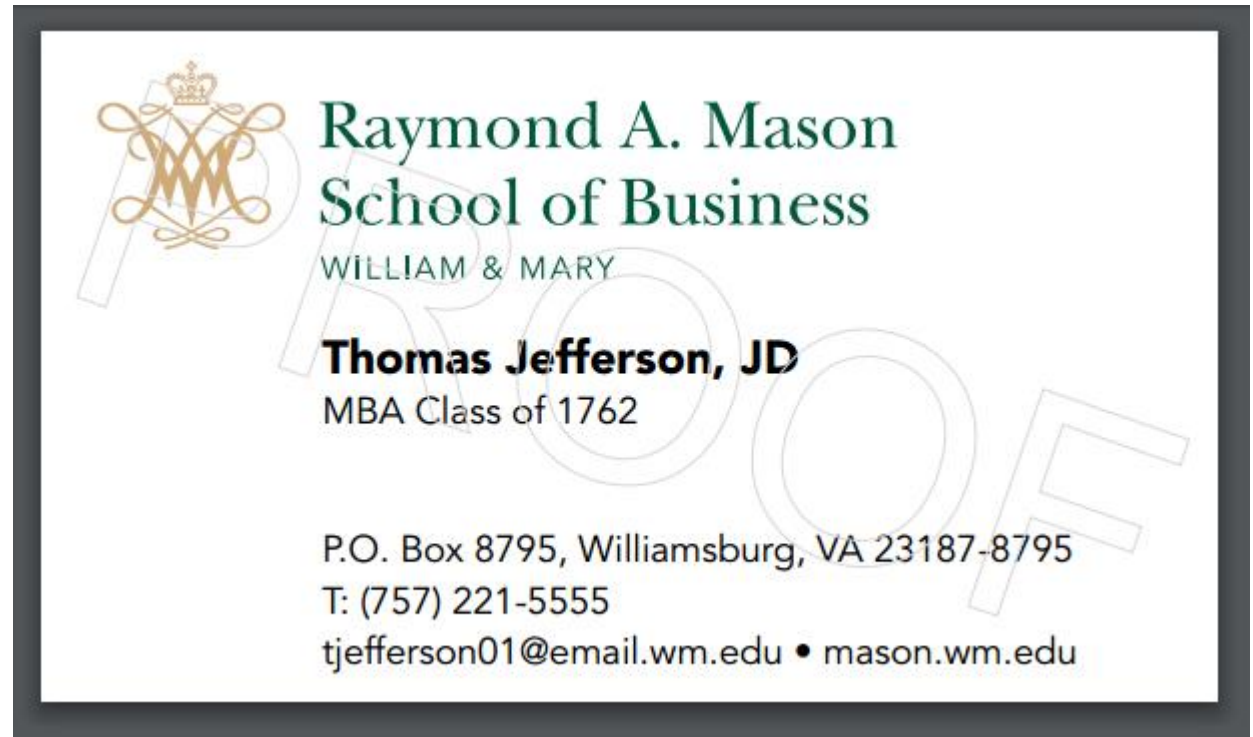
You must Preview before you accept the proof.

I accept the proof.



Step 4: Preview your business cards

- Do your business cards accurately reflect your information?
- Does the template most accurately reflect your enrollment?
- If yes, click “I Accept this Proof,” choose your quantity (we suggest 500), and “Add to Cart”



Step 5: Review your Cart

Preview

You must Preview before you accept the proof.

I accept the proof.

\$35.95 **Item added to cart.** **Add to Cart**

Quantity: 500
 1000
 1500
 2000
 2500

Browse Products **Checkout**

Step 5: Review your Cart

Welcome to Raymond A. Mason School of Business (W&M)

[Home](#) [View Cart](#) [Logout Raymondmason_order](#)



Find Products...

2 Items in Cart. (\$66.90)


[HOME](#)

[BROWSE PRODUCTS](#)

[ADMINISTRATION](#)

ORDER SUMMARY

[Clear Cart Contents](#)

<input checked="" type="checkbox"/>	Product	SKU	Set Size	Qty(Sets)	Price
1 <input checked="" type="checkbox"/>	 Full-Time MBA Student - Thomas Jefferson, JD	MASONFTMBA	1	500 <input checked="" type="checkbox"/>	\$35.95 <input checked="" type="checkbox"/>
Total					\$35.95

[Recalculate](#)

[Continue](#)

Step 6: Select Shipping



Select Shipping Address

Mason School of Business-College of William & Mary ▾

Shipping Method

UPS Ground

Continue



Step 7: Payment Method

- To make payment, please call BCT at their secure line 757- 857-1946 extension x20, and reference the order number provided to you upon checkout. Please leave a voicemail and/or send an email to accounting@bctvirginia.com if you have trouble getting in touch with a BCT representative.
- If you have any further questions, please call the MBA Program Office at 757-221-7603 or email mba.program@mason.wm.edu

Please contact our billing department at 757-857-1946, ext 15, with your order number to arrange payment before printing.

Order Information

CUSTOMER INFO Mason School of Business College of William & Mary 101 Ukrop Way-Alan B Miller Hall Williamsburg, VA 23185	SHIPPING ADDRESS Sue Ballard Mason School of Business College of William & Mary 101 Ukrop Way, Alan B Miller Hall Williamsburg, VA 23185 Shipping Method: UPS Ground
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SKU	Product	Date Added	Set Size	Qty (Sets)	Total
MASONFTMBA	Full-Time MBA Student - Thomas Jefferson, JD	4/6/2017 3:30:48 PM	1	500	\$35.95

Subtotal	\$35.95
Sales Tax	\$2.16
Total	\$38.11

Select Billing Method

Standard

Cost Center

 **and Submit**

Step 8: Confirm and Submit

ORDER #: 147960

Raymond A. Mason School of Business (W&M)

P.O. Box 8795
Williamsburg, VA 23187-8795
USA
xx@xx.com

Order Date: 3/13/2017 11:39:58 AM

CUSTOMER INFO

Mason School of Business
College of William & Mary
101 Ukrop Way-Alan B Miller Hall
Williamsburg, VA 23185
USA
Payment method: Standard

SHIPPING ADDRESS

Sue Ballard
Mason School of Business
College of William & Mary
101 Ukrop Way, Alan B Miller Hall
Williamsburg, VA 23185
USA

Ship Method: UPS Ground

SKU	Product	Qty	Price	Subtotal
MASONFTMBA	Full-Time MBA Student - Thomas Jefferson, JD	500	\$30.95	\$30.95
Subtotal				\$30.95
Sales Tax				\$1.86
Total				\$32.81

Step 9: Pick Up

You will be notified via email when your business cards have arrived at the MBA Programs Office. Please see this email for any instructions on where you can pickup your business cards.

Please note, we will **NOT** give business cards out to anyone but the student who's name is on the cards without written consent via email that someone else may pick it up.



If you have questions or concerns about business cards, please contact the MBA Program Team at mba.program@mason.wm.edu or give us a call at 757-221-7603

