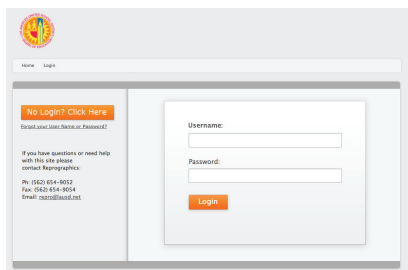


Ordering Business Cards Just Got Easier!

6 Steps to Order your Business Cards

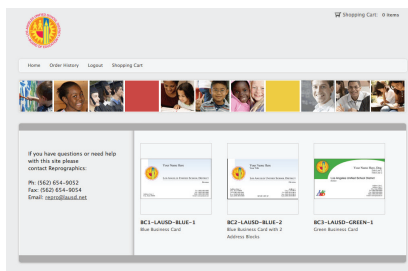


1

(1) Ordering Business Cards from LAUSD RePro has just gotten **EASIER!**

- If you're **NEW** to ordering business cards; you'll need to click the link for no login to gain admission and the ability to order business cards (this is a ONE time process, APPROVAL will happen within 24 hours!).

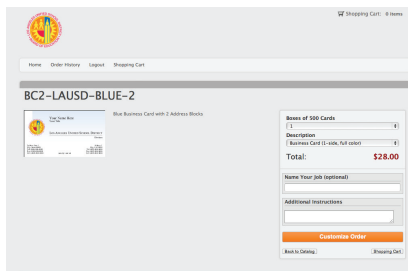
- If you've **USED THIS SERVICE IN THE PAST**, your existing sign-in and password are the same. Users with multiple logins will need to confirm their Username and Password with RePro.



2

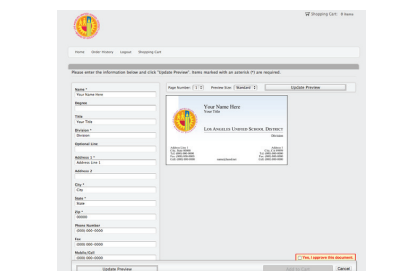
(2) After logging in, **SIMPLY** choose the type of card you would like to order.

(3) Select the **QUANTITY** of cards you need.



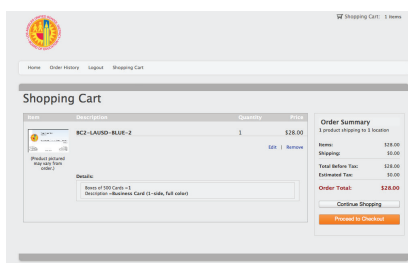
3

(4) **CUSTOMIZE** your cards. After you have entered your info, hit the **UPDATE YOUR PREVIEW** button in the bottom LEFT of the page when you are FINISHED editing, proofing and are satisfied with the proof. Check the "Yes, I approve this document" button on the bottom RIGHT of the page.



4

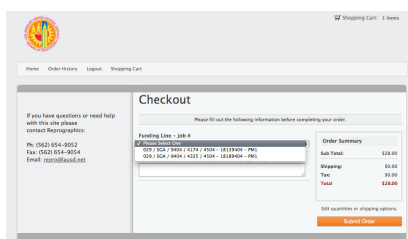
(5) The Shopping Cart screen will show you the orders in process. To create more business cards, click the Continue Shopping button or Proceed to Checkout if your done.



5

NOTE: If you intend to use more than one Funding Line for your order, you need to Check Out after all cards for that group are done. You cannot use multiple funding lines in ONE order.

(6) **CHECKOUT!** Choose the correct funding line for the order and click Submit Order!



6



REPRO
READY RAPID AND RELIABLE

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