



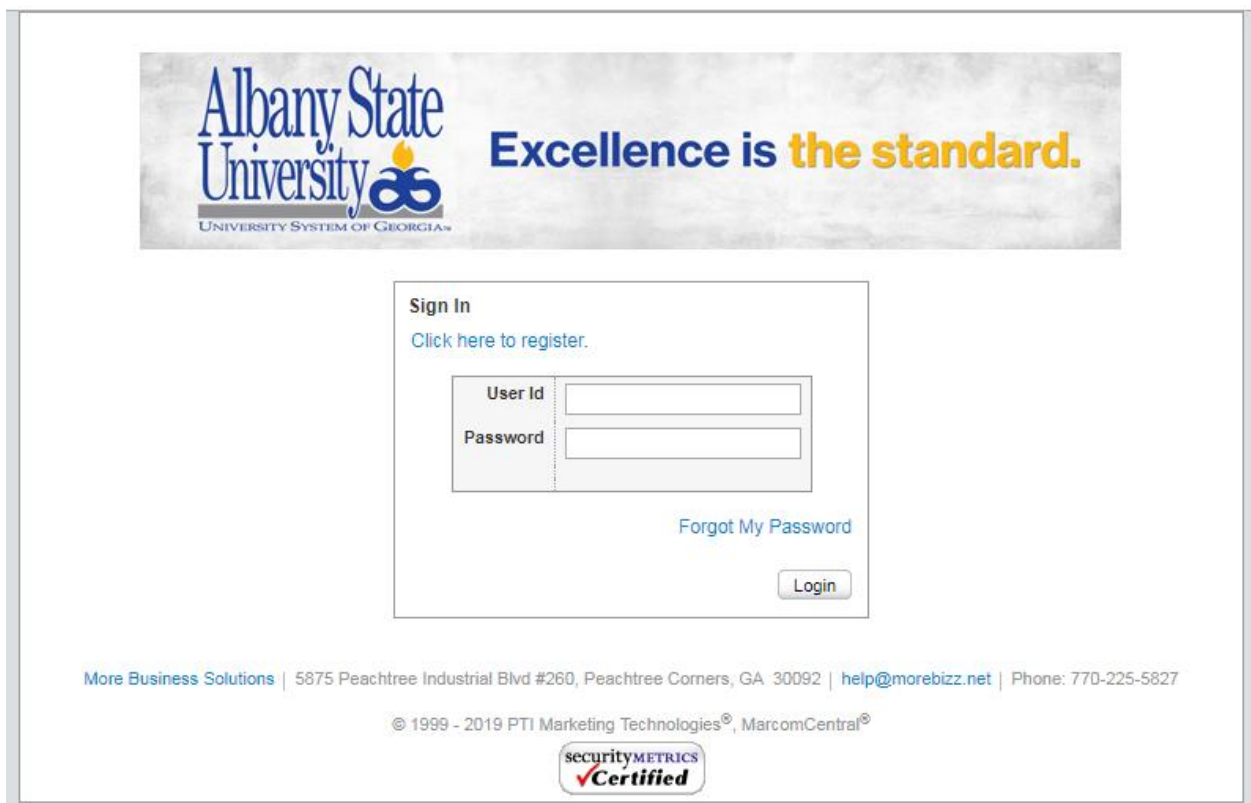
# **Online Stationery Ordering Guide**

Welcome to online ordering. We've streamlined the ordering of branded stationery and business cards. Now, faculty and staff members can order business cards, letterheads, envelopes, notecards, and notepads online from More Business Solutions.

Please visit the link below to register a new account or log into your existing account with More Business Solutions.

<https://marcomcentral.app.pti.com/morebizz/asurams>


The link opens to our homepage login.



Any problems with login User ID or Password can be directed to [help@morebizz.net](mailto:help@morebizz.net). The help link is below the login box to the right.


Login opens directly into our catalog show below.

Catalog ▾ | Sandy Peacock ▾ | Log Out | Cart 🛒 (0) | Languages Online - French topics  
Search Catalog...  
www.education.vic.gov.au/languagesc



Home » Catalog

View: [icon] [icon] [icon] Items per page: 12 | Displaying 1-8 of 8 | Page 1 / 1




### ASU Business Card

Description: 100# Accent Cover, 3.5 x 2

Qty:	250	500
Total Price:	\$23.68	\$25.83

Price does not include tax

Customize [icon]




### Albany State Letterhead

Description:  
Printed in 286 Blue, 124 Gold and Cool Grey 9  
Stock: 20# Sutton Bond 8.5 x 11 Ultra Bright White w/ State Seal Watermark

Qty:	500	1000	2500
Total Price:	\$275.00	\$440.00	\$815.00

Price does not include tax

Customize [icon]




### Albany State Letterhead - 1 color

Description:  
Printed in 286 Blue  
Stock: 20# Sutton Bond 8.5 x 11 Ultra Bright White w/ State Seal Watermark

Qty:	500	1000	2500
Total Price:	\$115.00	\$215.00	\$350.00

Price does not include tax

Customize [icon]



### Albany State #10 Envelope, 3/color


Description:  
Printed in 286 Blue, 124 Gold and Cool Gray 9  
Stock: 24# White Wove  
#10 standard envelope

Qty:	500	1000	2500
Total Price:	\$215.00	\$330.00	\$450.00

Price does not include tax

Customize [icon]

Catalog view continued.




### Albany State #10 Envelope, 1/color

**Description:**  
Printed in 286 Blue  
Stock: 24# White Wove  
#10 standard envelope

[Customize](#)

<b>Qty:</b>	500	1000	2500
<b>Total Price:</b>	\$90.00	\$120.00	\$200.00

Price does not include tax




### Albany State Notepad

**Description:**  
Printed in color  
Stock: 60# Accent Opaque, 4" x 6", pads of 50 sheets

[Customize](#)

<b>Qty:</b>	9	18
<b>Total Price:</b>	\$81.00	\$126.00

Price does not include tax




### Albany State A2 size Envelope

**Description:**  
Printed in 286 Blue  
Waverly Hall A2 size envelope

[Customize](#)

<b>Qty:</b>	250	500
<b>Total Price:</b>	\$62.50	\$120.00

Price does not include tax



### Albany State A2 size Notecard

**Description:**  
Printed in color  
Stock: 80# Accent Cover, 5.5" x 8"5 (flat); folded to 5.5" x 4.25"

[Customize](#)


<b>Qty:</b>	250	500
<b>Total Price:</b>	\$62.50	\$90.00

Price does not include tax

View: Items per page: 12 Displaying 1-8 of 8 [Page 1](#) / 1

[More Business Solutions](#) | 5875 Peachtree Industrial Blvd #260, Peachtree Corners, GA 30092 | [help@morebizz.net](mailto:help@morebizz.net) | Phone: 770-225-5827

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On the catalog page, the items descriptions, quantities, and costs are show.

To order, click on the customize box show to the right of the item.

Using the business card form for example, click on the fields shown and fill out the information for each, some fields are optional– these are the only options for customizing your item. Note: All the fields do not have to be used (e.g., title line 2, cell phone, fax).

Catalog | Sandy Peacock | Log Out Cart (0) | Search Catalog...



# Excellence is the standard.

Home » Catalog » ASU Business Card

[Product Information](#)

## ASU Business Card

Description: 100# Accent Cover, 3.5 x 2

[Version This Product](#)

*\*Required Fields*

### Form

Complete the form below and preview your results to the right.

Name

Title Line 1

Title Line 2

Department

Division/College

Address

City, State Zip

Phone

Fax

Cell


Email:

### Proof

[Update](#)

Excellence is the standard.

email@asurams.edu  
Office: 229.500.XXXX  
Cell: 229.XXX.XXXX  
Fax: 229.500.XXXX



**First /Last Name, credentials**

Title #1  
Title #2 (optional)  
Department  
Division/College (optional)

504 College Drive | Albany, Georgia 31705 | www.asurams.edu

[Basic Image View](#)

[Order Information](#)

Lead Time: 5 business days

Qty:	250	500
Total Price:	\$23.88	\$25.83


Qty:

[Add to Cart](#)

*\*Required Fields*

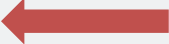

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Once you filled out the form, click on the green update box to the right of the form, show above the proof. This is your print proof. Please review carefully for any errors.



Form	Proof
<p>Complete the form below and preview your results to the right.</p> <p>Name <input type="text"/></p> <p>Title Line 1 <input type="text"/></p> <p>Title Line 2 <input type="text"/></p> <p>Department <input type="text"/></p> <p>Division/College <input type="text"/></p> <p>Address <input type="text" value="504 College Drive"/></p> <p>City, State Zip <input type="text" value="Albany, Georgia 31705"/></p> <p>Phone <input type="text"/></p> <p>Fax <input type="text"/></p> <p>Cell <input type="text"/></p> <p>Email: <input type="text"/></p>	<p><a href="#">↻ Update</a> </p> <div><p><b>Excellence is the standard.</b></p><p>email@asurams.edu Office: 229.500.XXXX Cell: 229.XXX.XXXX Fax: 229.500.XXXX</p><p><b>First /Last Name, credentials</b> Title #1 Title #2 (optional) Department Division/College (optional)</p><p>504 College Drive   Albany, Georgia 31705   www.asurams.edu</p></div> <p><a href="#">Basic Image View ▼</a></p>

### Order Information

Lead Time: 5 business days

Qty:	250	500
Total Price:	\$23.68	\$25.83

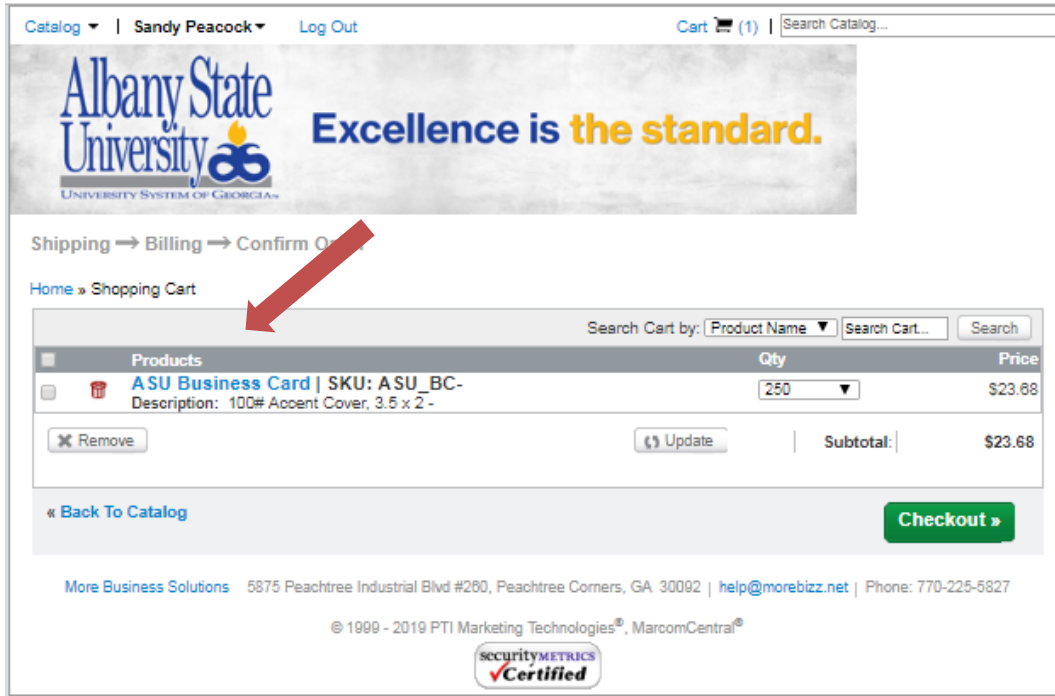
Qty:  ▼

[+ Add to Cart](#)

Once the proof is reviewed, choose the quantity under the Order Information, directly below the form.

Add to cart.

When the order has been added to the cart, go to the top right of the page, and click on cart. Once in the cart, there is an option to remove or go back and correct. While in the cart, the quantities and price can be updated, also. Check your order by clicking on your items (show in blue).



When you click on the item, it will open into the order form page where edits can be made. If you change your print proof, make sure to click on 'save and return' at the bottom to update the item in the cart. You must preview your proof before you can save and return.

**Form**  
Complete the form below and preview your results to the right.

Name:

Title Line 1:

Title Line 2:

Department:

Division/College:

Address:

City, State Zip:

Phone:

Fax:

Cell:

Email:

**Proof**

[Basic Image View](#)

**Order Information**

Lead Time: 5 business days

Qty:	250	500
Total Price:	\$23.68	\$25.83

Price does not include tax

Qty:

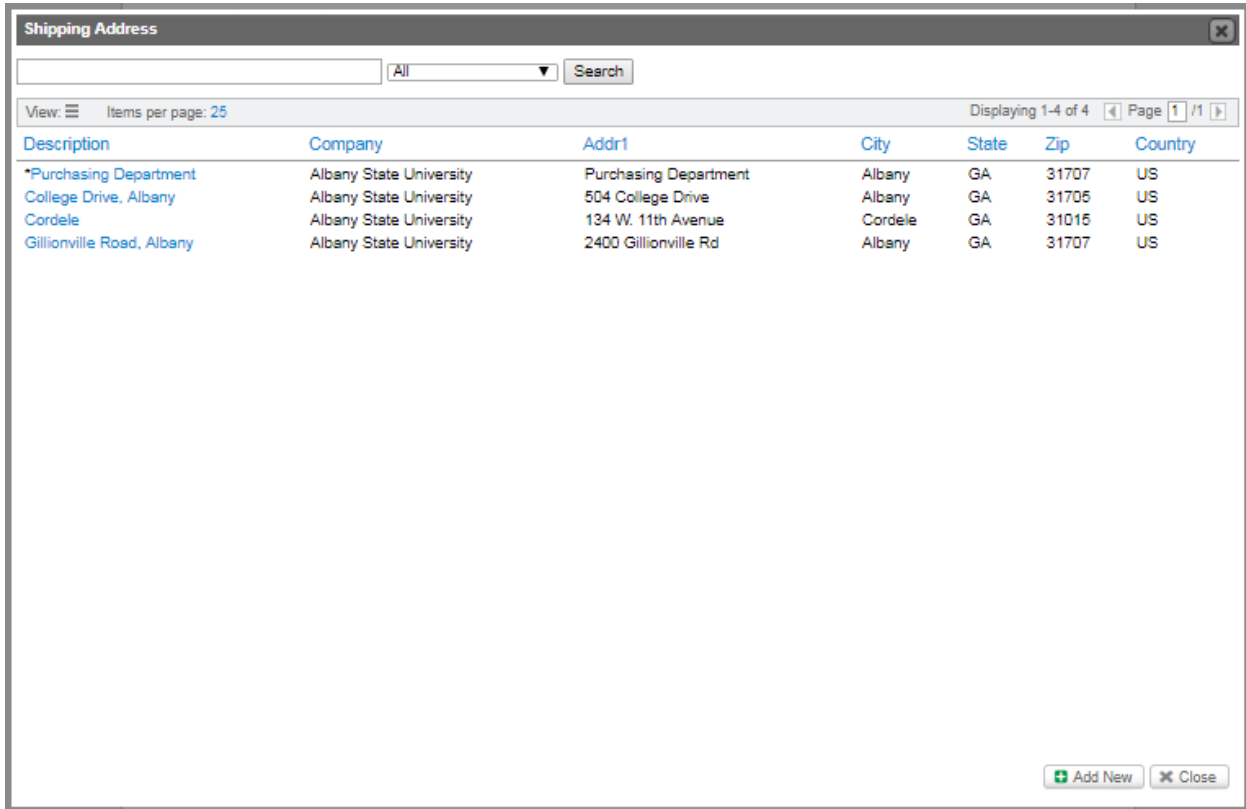
Click on the 'check out' once the proof is ready to be ordered.

green button,



Landing on the Shipping Information page, click on **Use an Existing Address** to choose one of these existing addresses:

1. 504 College Drive, Albany, GA 31705
2. 2400 Gillionville Road, Albany, GA 31707
3. 134 W. 11<sup>th</sup> Avenue, Cordele, GA 31015



The screenshot shows a window titled "Shipping Address" with a search bar and a table of existing addresses. The table has columns for Description, Company, Addr1, City, State, Zip, and Country. There are four rows of data, each representing a different address. At the bottom right of the window, there are "Add New" and "Close" buttons.


Description	Company	Addr1	City	State	Zip	Country
*Purchasing Department	Albany State University	Purchasing Department	Albany	GA	31707	US
College Drive, Albany	Albany State University	504 College Drive	Albany	GA	31705	US
Cordele	Albany State University	134 W. 11th Avenue	Cordele	GA	31015	US
Gillionville Road, Albany	Albany State University	2400 Gillionville Rd	Albany	GA	31707	US

OR click on **Use a New Address** (This order only) and add address.

Click on continue.

Landing on the Billing Information page, the billing address is an existing address and is already entered. For final checkout, enter your approved purchase order number and continue to the Confirm Order page. Once you have confirmed your order click on **Complete Order**.

Catalog | Sandy Peacock | Log Out Cart (1) | Search Catalog...

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Shipping → Billing → Confirm Order

**Choose Billing Address: (All Products)**

Use an Existing Address:

Attn :

Albany State University  
Purchasing Department  
2400 Gillionville Rd  
Albany, GA 31707  
US


**Client PO Number (All Products)**

←

<input type="checkbox"/> SKU	Description	Client PO Number	Qty	Price
<input type="checkbox"/> ASU_BC-First/Last Name, credentials	100# Accent Cover, 3.5 x 2 - First/Last Name, credentials	<input type="text"/>	250	23.68
			Subtotal:	\$23.68
			Shipping:	\$0.00
			<b>Total:</b>	<b>\$23.68</b>

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**Note: Once your order has been placed, there are no edits or revisions. Please make sure the print proof is correct before placing the order.**