



# How to Order Business Cards

VALDOSTA STATE UNIVERSITY

Print Shop

ADDRESS

PHONE

## Step

### LOGIN

Visit the Print Shop website at [https://pspsrvcs.valdosta.edu/PSP/app/PSP\\_Start.asp](https://pspsrvcs.valdosta.edu/PSP/app/PSP_Start.asp)

## Step

### NEW ORDER

Click on the "New Order" link.

Click on "Store Item" or "Featured Categories" to view items.

## Step

### QUANTITY

Enter the quantity of business cards you want to order.

## Step

### ADD TO CART

## Step

### CHECKOUT

Click on the "Checkout" link in the Shopping Cart.

## Step

### CONTACT INFO

Enter your contact information, including name, address, and phone number.

## Step

### BUSINESS CARD INFORMATION

Enter any special instructions or notes for your business cards.

## Step

