• Web Site:  http://printcenter1.towson.edu/DSF
  Add this web site to “favorites”

• You will need to “Register” into the system. Select the blue “Register” link. There will be a few registering fields to fill out. Note that the user name and password are independent from the University’s system. When prompted to select the print shop nearest you – always select “Main Print Center”.

• From the left hand menu, you may select the type of job you will be submitting.
  o University Stationery
  o Business Cards
  o Envelopes
• Select “Business Cards” from the left hand menu.
• Select the type of Business Card you want:

Select the blue link:
• Highlight the detailed information that is in CAPITAL letters. Copy it. Select “Begin”. Paste this into the “Special Instructions” section on the next screen. Fill out your information as you would like it to appear on your product.
• Select “Next” from the bottom, right-hand corner of the screen.
• Review and select “Add to Cart” from the bottom, right-hand corner of the screen.
• Select the calendar icon next to “Requested Ship Date and Time”.
• Select a due date and select the “Save” button.
• In the bottom right-hand corner, from the drop-down menu choose between Customer Pick-Up or Courier (we deliver to you).
• Select “Checkout”.
• Put in your Department Code or Grant Code that this will be billed to.
• Select “Next” from the bottom, right-hand corner of the screen.
• You will be forwarded to your Confirmation Page with an assigned Order Number. You will also receive an automated email confirming your order. Print out your Confirmation Page for your records.

• **IMPORTANT!!!**: If you have a print rush job, place the order on-line and send a follow-up email to cconjar@towson.edu and carbon ldernetz@towson.edu (in case Chuck Conjar is not at work). Note in your email that you require a faster turn-around time than normal.

FEEL FREE TO CONTACT PRINTING SERVICES AT 410-704-2010 WITH ANY QUESTIONS. Our Fax Number is 410-704-4019.