



## HOW TO ORDER UNIVERSITY BUSINESS CARDS AND STATIONERY

University business cards, stationery, Benedictine folders and notecards are ordered through our online store at [www.nationsprint.com/clients/smuonlineordering/](http://www.nationsprint.com/clients/smuonlineordering/)

*(NOTE: You must have an assigned username and password before ordering)*

### NEED TO SET UP AN ACCOUNT?

Request online store access by emailing our team at [marcom@stmartin.edu](mailto:marcom@stmartin.edu). In your email please include the budget code and department or office to which the order will be charged.

### ALREADY HAVE AN ACCOUNT BUT FORGOT YOUR PASSWORD?

Visit the online store, use your email address for your username, then select "I forgot my password". You will receive an email shortly after to reset your password.

### WHEN WILL I RECEIVE MY ORDER?

Once your order has been placed, please allow 3-4 business days to receive your order.

## QUESTIONS?

If you have any questions or technical difficulties please contact the Office of Marketing and Communications for help at [marcom@stmartin.edu](mailto:marcom@stmartin.edu).