

HOW TO

ORDER BUSINESS CARDS

We have a print contract with The Washington State Department of Enterprise Services and in order to get business cards from there are a few steps you'll need to take first. Let's go!

1

Go to the DES MyPrint website:

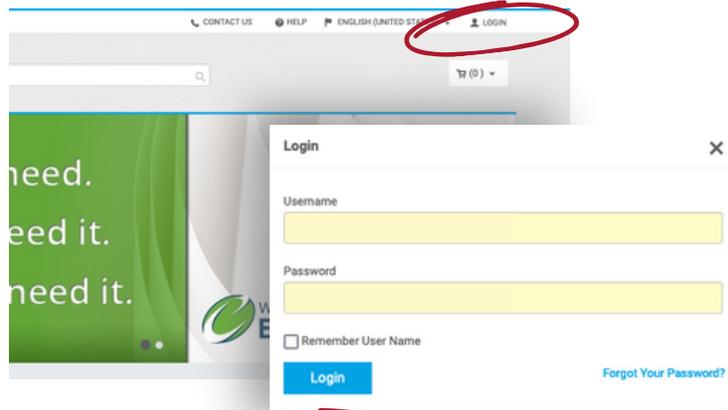
CLICK HERE



2

Register for an account:

Click on **LOGIN** in the top-right corner.



A pop-up will appear, click **Register**.

New User? **Register**

3

Complete the form and be sure to use Agency Code **6740**,

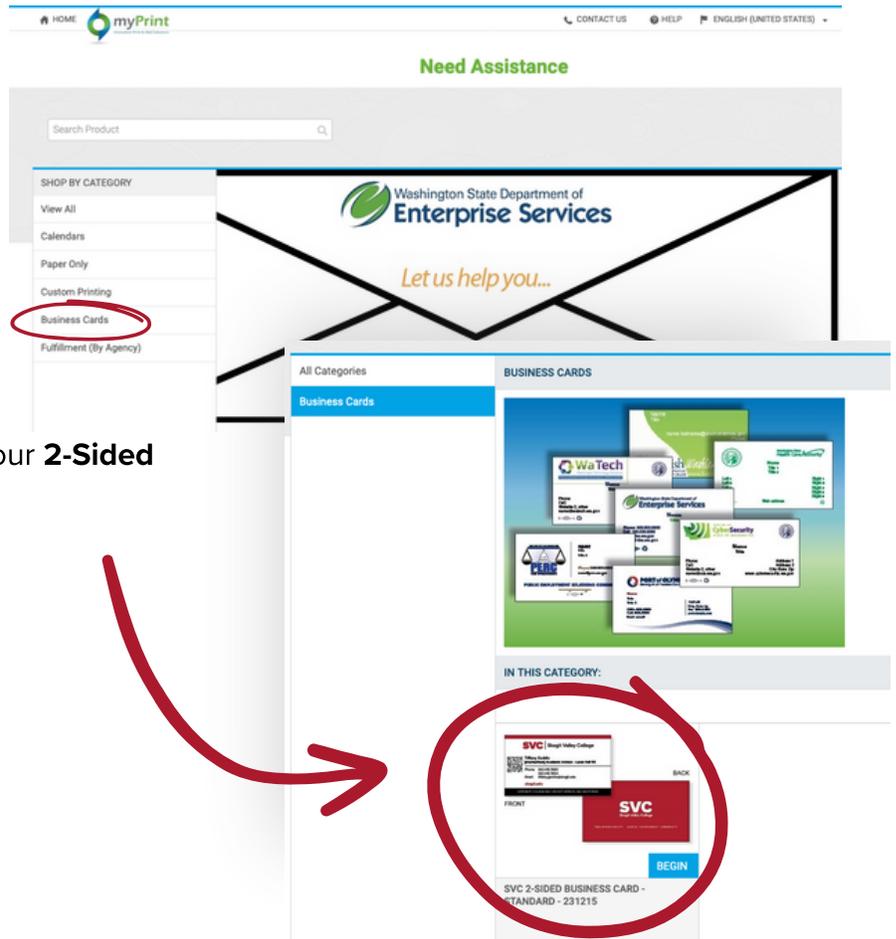
Organization	Skagit Valley College
Department	[insert department name]
Agency or Organization Code or enter Guest	6740

and choose **Washington State Department of Enterprise Services** as the print shop. Then **submit!**

Choose Facility	Sort By	Ascending	Search By
Please click here to choose/change your facility	Name	Ascending	search by print center name or address
By clicking the Submit button, you agree to Terms and Conditions	<input type="radio"/> Washington State Department of Enterprise Services		Sun Closed
	7580 New Market ST SW		Mon-Fri 8:00 AM-5:00 PM
	Tumwater		Sat Closed
	WA		Current Print Center Time
	98501		1/3/2024 1:27:25 PM
	(360) 664-4343		

4

Once logged in, click on **Business Cards**:



At the next page choose our **2-Sided Business Cards**:

5

Now the fun part, fill out your **Business Card information**:

Adding a QR code is optional, recommended for Calendly use or something similar. Be sure to choose your correct location, Mount Vernon or Whidbey Island.



6

Before you add it to your cart, you'll **select your desired quantity**. Then click **Add to Cart**. Then click on the cart and select **"CHECK OUT."**

7

In the checkout, you'll choose a due date and click **"PROCEED TO CHECKOUT."**

8

In the shipping section, you'll choose **"Fulfillment Courtesy Shipping"** and enter in your name and the college address and then click **"PROCEED TO PAYMENT."**

9

In the payment method section, make sure **"Cost Center"** is clicked. You'll need to enter in our **Organization Code 6740**.

Then, you need to **complete a purchase requisition in ctcLink** and **enter the PR number** in the "Purchase # or Budget Code" field. Then click **PLACE MY ORDER**.

An approval request will then be sent to the SVC Business Office for review and approval before your business cards will be printed and shipped to you.



DES Contact Information:
Jennifer Hall
Administrative Operations Manager
360-664-4334 | Jennifer.hall@des.wa.gov

