Instructions for ordering Colorado State University Extension business cards:

**For first time users; for standard business cards. New employees can order the first 500 ‘standard’ business cards, paid for by Extension HR. If you are a new employee who wants a special order, Extension HR will pay for the standard business card rate of the new order.

For special orders please contact Doug Garcia at CSU Creative Services.

Jump to order page if not first-time user and you have a new profile.

**New User

Create your profile: You will need to create a new user name and password. Both the user name and password should be new to this site, and ones that you have never used before.
**STEP 1** After you have created your new profile.

“Choose One” one (Regular Extension for non-4-H card or Clover for 4-H card).
**STEP 2**

CSU-E Signature, ‘click on arrow/drop down for County name and click on your county. Then you will see “Standard Signature” below with a drop down arrow. Click on a program if applicable. If not, leave standard signature in box. If you choose a Region/Area name, you will see a drop down arrow with all the Regions and Areas to choose from. Click on the appropriate choice.

**STEP 3**
STEP 4

There are only 7 lines TOTAL available for contact information:

Name, Title, (2 lines)
Responsibilities, office phone, address, cell phone number, fax, email address, and county or program website (5 lines).

- Fill in the blanks with desired information.
- Preview and accept proof or edit and preview and then accept. If you don’t preview it you will not be able to continue. This is a great time to print a copy of your card.
- Click Quantity (500 for new CSU Extension Employees), then click ‘Add to Cart”.
- Click Checkout
- Where the template asks for payment, ex: IO or PO numbers, for new employees only, type in the date. Ex: 3142018, no dashes or slashes.

A proof for these will be sent to Susan Harris Extension Human Resources. Any questions should be directed to her.

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