



**SIERRA JOINT COMMUNITY COLLEGE DISTRICT**

**BUSINESS CARD ORDER GUIDE**

## **Business Card Order Guide**

Sierra College employees can order business cards year-round.

### **Cost considerations**

The cost of each set of business cards will be charged to a departmental budget. When submitting your online request, a FOAP must be selected to charge the appropriate District account.

### **Pricing Schedule**

\$12 for 100 business cards

\$20 for 250 business cards

### **Processing Time**

Order processing takes approximately 3 to 5 days after Division approval is obtained.

### **Ordering Procedures**

Supervisors, employees, or the department/division administration submit orders through the Print Shop website at <http://printing2.sierracollege.edu> by following these steps:

1. Log in to your Print Shop account (it will have your pre-loaded FOAP(s))
2. Select "Business Cards" from the menu on the left side of the home page
3. Type in your contact information (to be printed on your business card)
4. Select "continue" and you will see a proof of your card.
5. Accept your proof, select the FOAP (if you have multiple), select quantity and delivery option

Once these steps are completed the Print Shop will email the department/division administrative office for business card approval before fulfilling the order. The Print Shop will not fulfill the order until approval from the division office is received.

Another way to access your online Print Shop account, is to logon to MySierra, select the "Employee" tab, and then select "Print Shop Requests".

### **Business Card Eligibility**

Part-time faculty are eligible to order business cards in their second semester of instruction at Sierra College.

All other permanent employees are eligible (based on managerial approval) to order business cards after beginning employment.