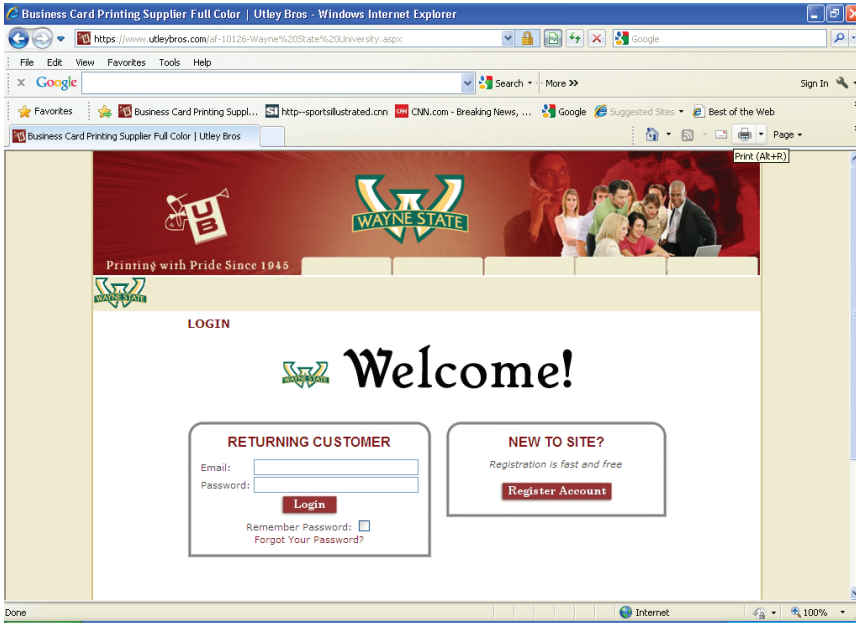


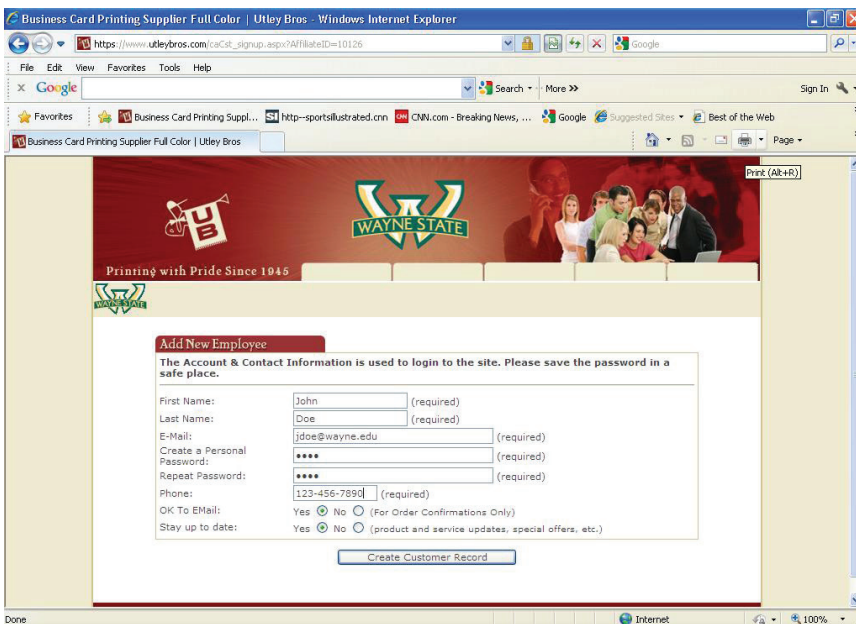


# Instructions for UTLEYBROS.COM/WSU

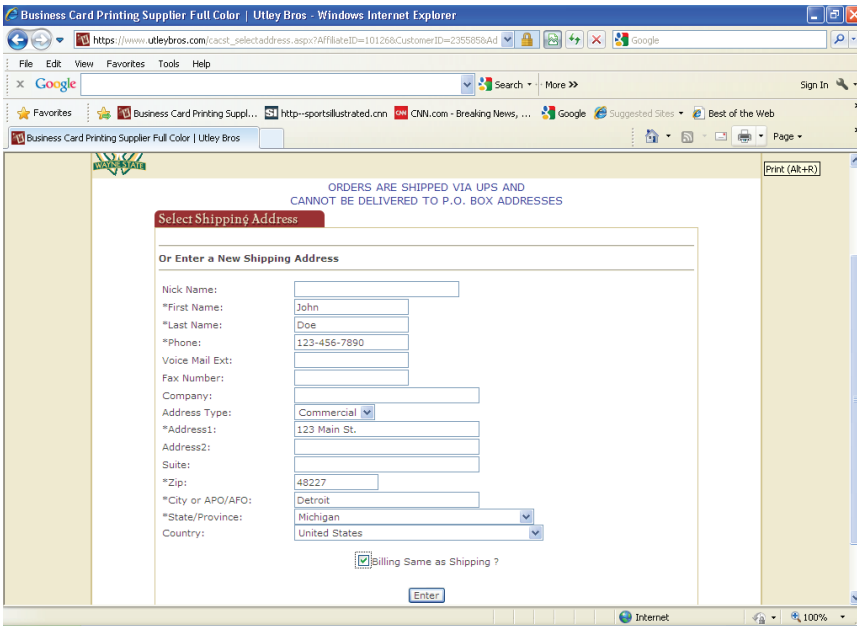


Go to [www.utleybros.com/ws](http://www.utleybros.com/ws) to register your own account and order

Click on the REGISTER ACCOUNT tab. For future visits, just log in.

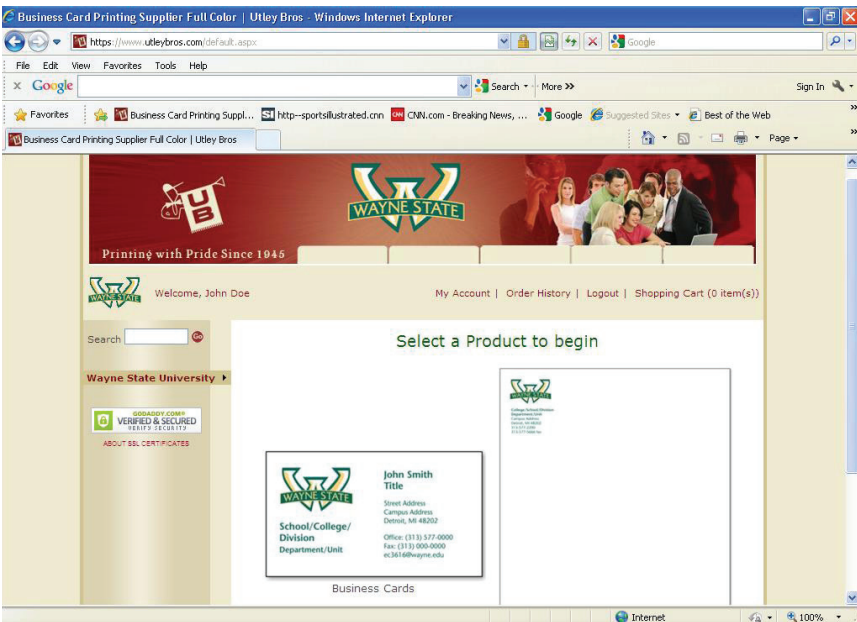


Fill out your name, Wayne State email address, your own personal password and phone number, then click CREATE CUSTOMER RECORD



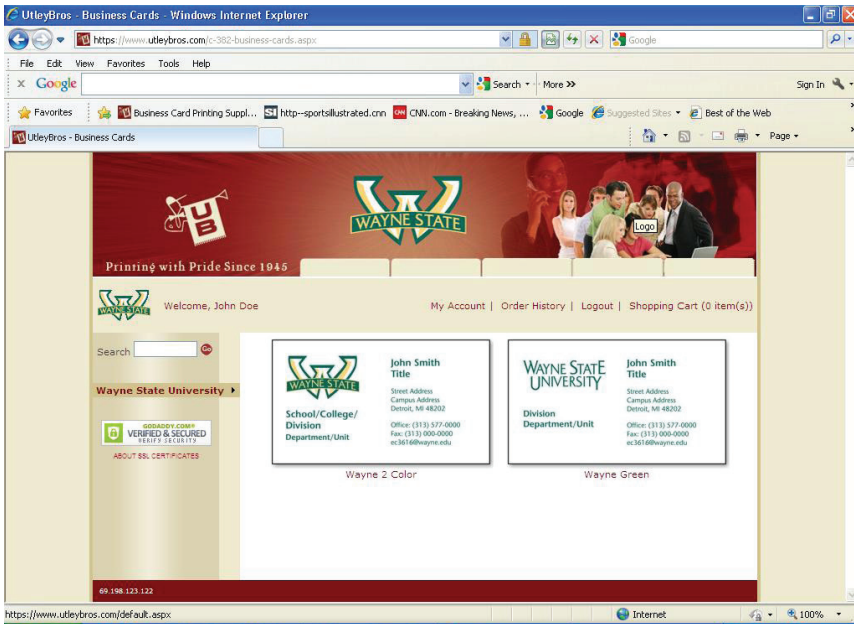
Fill out the required fields: Street address & Zip code. Your city/state will appear automatically.

Then click on the BILLING SAME AS SHIPPING box and hit ENTER

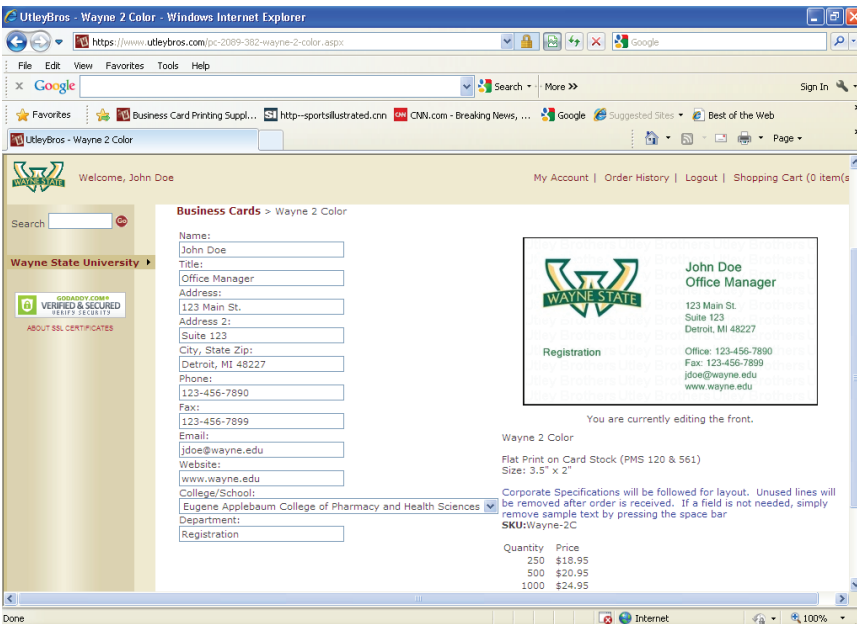


You are now registered and will be automatically directed to the PRODUCT page.

Here you will click on either item you want to order: BUSINESS CARDS or STATIONERY.



You will then click on which style of business card that you would like to order.

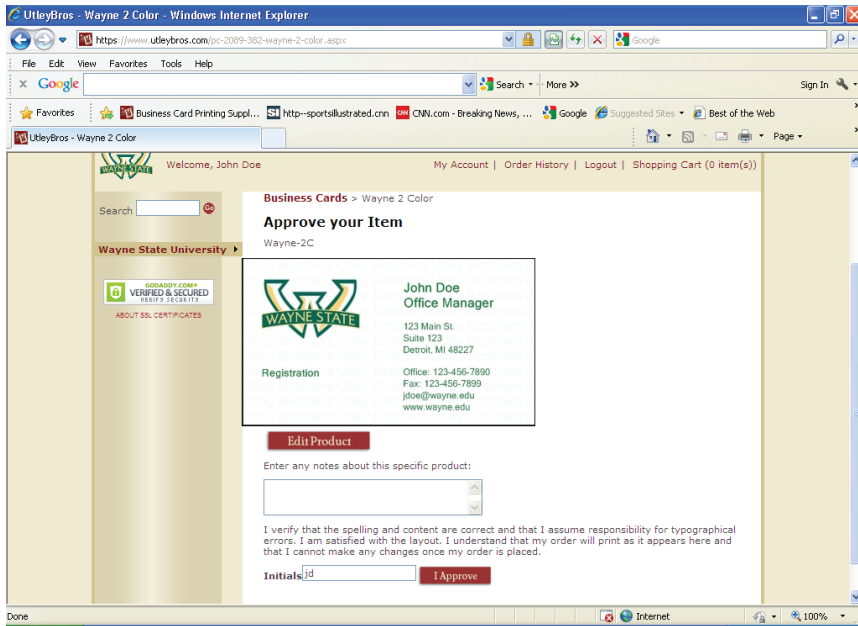


You will then type in all of the information that you would like to appear on your card.

In the COLLEGE/SCHOOL field, pull the drop down and choose which location pertains to you.

\*\* Because of the size of some of the schools and the need for custom cropping, the name will not appear on the business card sample but will appear on the file we receive.

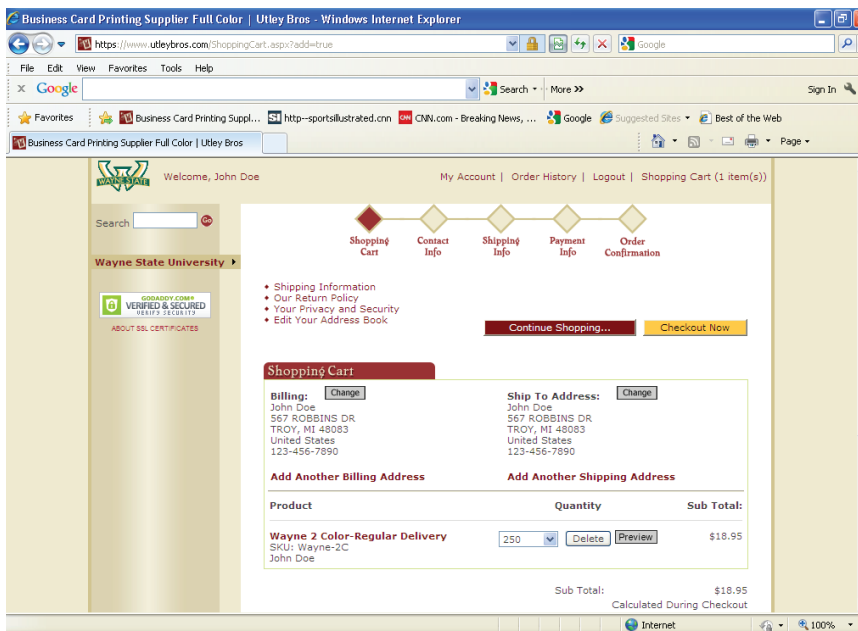
Then choose your quantity and delivery.



On the next screen, you will proof read all of your information. If you have to add to or edit your card, click the EDIT PRODUCT tab.

If you have a question pertaining to or have a special shipping need for your order, please enter that information in the box below the EDIT PRODUCT tab.

If everything is correct, please enter your initials and click I APPROVE.

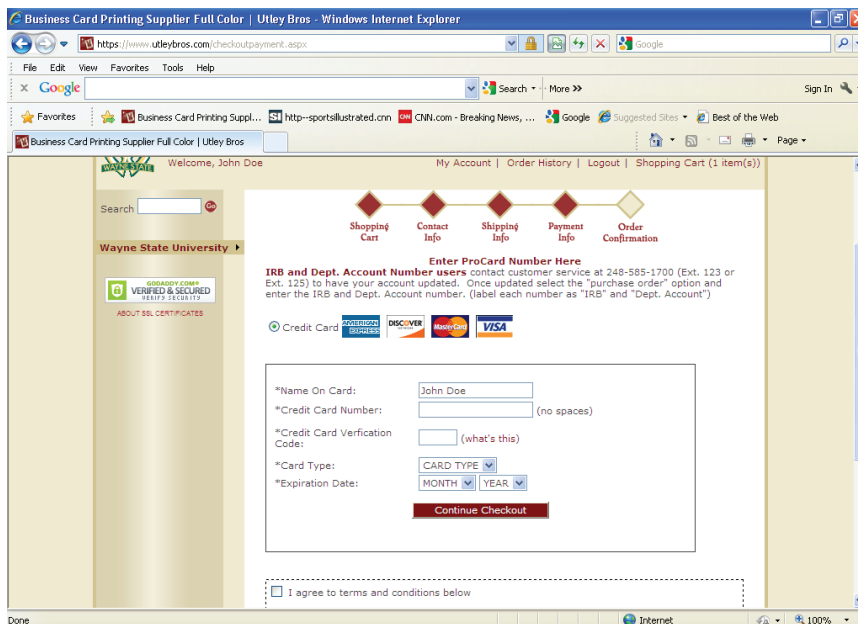


On the Shopping Cart screen, you can:

- Change your order quantity if needed
- Click on the item name, in this case WAYNE 2 COLOR-REGULAR DELIVERY to go back and edit your order
- Click CONTINUE SHOPPING to order more cards
- Click CHECKOUT NOW to complete your order

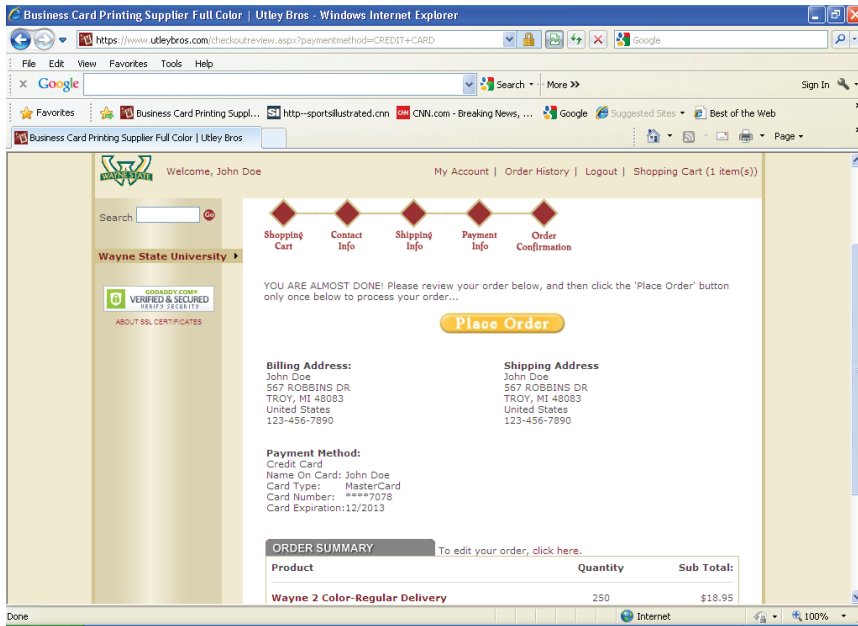


On the SHIPPING INFO screen, choose the LOCAL SHIPPING option and click CONTINUE



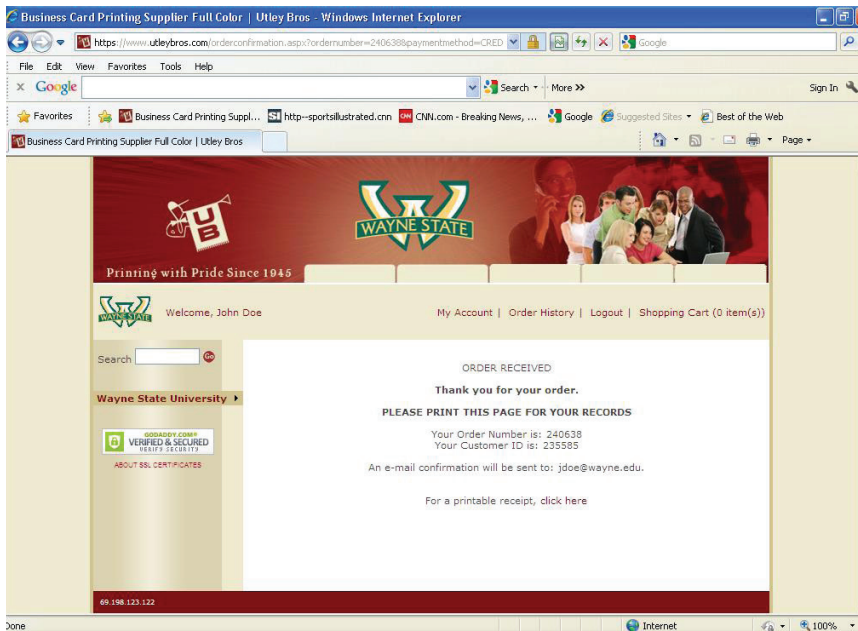
On the PAYMENT INFO screen, if you are paying with your Credit/Pro card, enter your information along with clicking on the I AGREE TO TERMS AND CONDITIONS box.

If you choose to have your order billed to your department, please contact our office at 248-585-1700 and we will update your account to accommodate this request.



This is the last screen, which is the ORDER CONFIRMATION screen.

Just click PLACE ORDER to submit



Your order has now been placed and you will then get an email receipt of your order.

You can also click on the ORDER HISTORY tab at the top to view past orders and check status of your current one.

When finished, just click LOGOUT and you will go back to the main login screen