

BUSINESS CARD ORDERING INSTRUCTIONS

Order your cards online and proof them immediately. No more forms, no more waiting. Simply log in to the site, enter your information, generate an instant proof, and submit your order. All orders will be reviewed for accuracy and consistency; then they will be printed and mailed directly to you. Follow the steps below to order your business cards within 7-10 business days.

1. Visit
<https://store.tscinc.net>

2. Enter the user name and password below.

User Name: Carpenter

Password: Carpenter



Customer Log On

User ID:

Password:

Log On

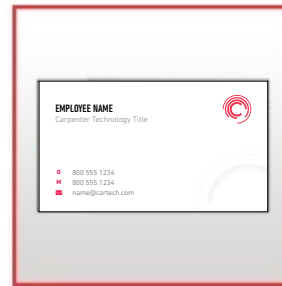
3. When you log in, you will see the page below.
Click on the main page to view the card catalog and order.



Start your order

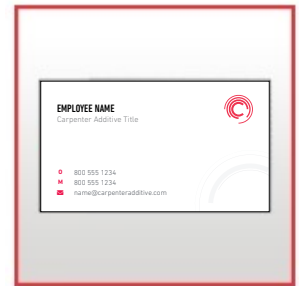
4. Choose your card from one of the options:

- Carpenter Technology
- Carpenter Additive
- Carpenter Electrification
- Carpenter Titanium



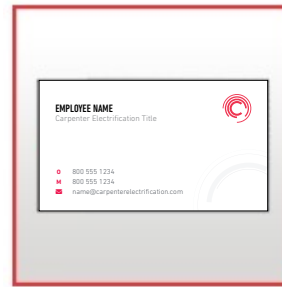
Carpenter Technology Business Card

	CP	BC
Qty	250-LT	500-LT
\$	38.50	46.00



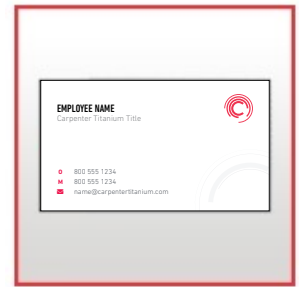
Carpenter Additive Business Card

	CP	BC
Qty	250-LT	500-LT
\$	38.50	46.00



Carpenter Electrification Business Card

	CP	BC
Qty	250-LT	500-LT
\$	38.50	46.00

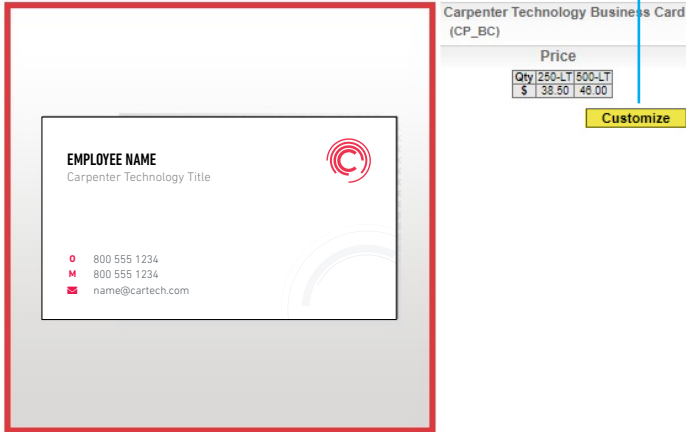


Carpenter Titanium Business Card

	CP	BC
Qty	250-LT	500-LT
\$	38.50	46.00

Questions?
Email brand@cartech.com
or nicki@tscinc.net

5. Click **Customize** to enter your card details.



Price	
Qty: 250-LT	500-LT
\$ 38.50	48.00

Customize

6. Enter your personal information. Be sure to use correct punctuation for names, suffixes, middle initials, and addresses.

Enter Variable Data For Item: CP_BC

Please enter your imprint information:

First Name:

Middle Initial - Optional:

Last Name:

Title 1:

Title 2:

Office:

Mobile:

Toll Free:

Email (Excluding @cartech.com):

Address 1:

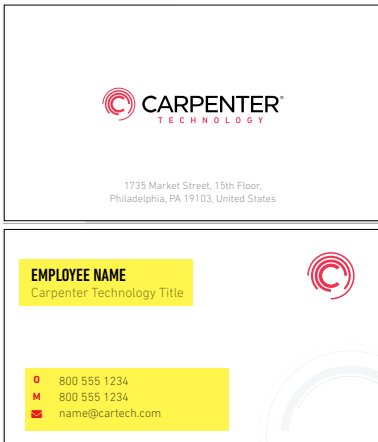
Address 2:

City:

State:

Zip Code:

Review Proof



7. Click **Review Proof** to double-check your information. You are responsible for typos once your order is submitted. If you need to make changes, click on **Edit**.

View PDF if you would like to make edits to the layout, please click the edit button below.

Item	Quantity
CP_BC - Carpenter Technology Business Card Last Order: 250 LT	Edit 250 LT -- 38.50 ▼

Add To Cart

- 8. When your card looks correct, select your quantity (250 or 500), then click **Add to Cart**.
- 9. Click **Complete Order**.
- 10. Enter your shipping information and other information, including your Cost Center. Please ensure your email address is correct.

Or enter a new shipping address

Ship to this alternate address:

Name:

Line 1:

Line 2:

City:

State:

Zip:

Other information for this order

Contact: **Business Cards**

E-mail:

Phone:

Manager Name (for approvals):

Manager Email:

Manager Phone:

Cost Center:

Address type: **Select an address type ▼**

Ship Via: **Best Way**

Special Instructions:

11. Click **Continue** to submit your order. You will have the option to print the confirmation page for your records.

Please review your business card proof carefully before you submit your order. Your information will be printed exactly as you enter it.