How to order business cards.

We have updated our online business card ordering process to implement our new visual identity system.

To place an order:
http://www.alphagraphics.com/centers/worcester-massachusetts-us603

Enter login info:
Username: beckercollege
Password: 1234
Click on “Stationery.”

Click on “Business Card.”
Either “Create New” …

...or choose your name from the list if you are reordering.

Fill in the necessary information – name, title, phone numbers, fax and e-mail. If you want to omit Main Phone or Fax, delete the information that is automatically filled in. Click “Save” to continue.
PROOF YOUR CARD.
Choose the order quantity - multiples of 500.

Choose your “Cost Center” – this will be your department.
“Check Out” to submit your order.

Unless you have ordered before, you will need to create a new shipping address. Select ‘Central Mail Room’ from the list of options, include your name, then click “Continue” when you have provided a shipping address to complete your order.

If you need the card to reference a cell phone # or different address, you can add a comment here.
Please choose "Accounts Payable" as the Billing Address.

Please select ‘Submit order for approval’

Submit the order. Cards should be delivered within 7-10 days.