

**FY 10-12 ORDERING INSTRUCTIONS
FOR
BEMIDJI STATE UNIVERSITY/NORTHWEST TECHNICAL COLLEGE STATIONERY
(LETTERHEAD, ENVELOPES & BUSINESS CARDS)**

VENDOR: Arrow Printing, Inc.

PRICING: See price schedules on this website.

TO ORDER:

1. Go to www.arrowprintinginc.com
At the website, near the center of the page, click on:
Please [Click Here](#) to Enter the Log-In Page
2. Enter email address as: bsu@arrowprintinginc.com
Enter password as: bsu
3. Click [Go](#) button
Click on [Order My Products](#)
4. Select item you wish to order. **If you are ordering electronic letterhead only, click on [More Details About This Item](#).** Enter your order information in the space provided. (If your information will not fit in the space provided, contact Steve at 751-1564 for special arrangements.)
5. Below the order information panel, select "View a Proof." This will show you immediately how the product will look when printed. Check the proof to see if the information you entered is accurate.
6. Once proof is accurate, fill in the quantity and click "Add to Cart."
At the Cart screen, fill in your purchase order # or indicate payment will be made by purchasing card (you will need to call in your purchasing card information--see instructions below).
7. After you submit the order, Kathy Berglund will be notified via an email message to approve (or edit) the information. If it is changed in any way, you will be emailed a new proof. Your approval and Kathy Berglund's approval (if you make changes) will be required.
8.
 - a. If you are ordering via purchase order, please submit your PO to Purchasing the same day and explain in the PO memo that the stationery order was placed on line and the confirming purchase order should be faxed to Arrow Printing at **751-2183**.
 - b. If you are using your purchasing card, please call Arrow Printing at 751-1564 and give them your purchasing card number for payment. Also ask Arrow Printing to send you a receipt.

Orders should generally be delivered directly to your department within one to two weeks of the printer receiving approval to proceed and a purchase order or a purchasing card number for payment.

If you experience any problems with your order, including timeliness, report those problems to Printing Services at chaley@bemidjistate.edu.