Arch Amenities Group – Standard Operating Procedure

SOP Name: Arch Pools Business Card Order
Updated On: 9/20/23
Department: Corporate

NEW Canva Procedure for Ordering Arch Pools Business Cards

DESIGN BUSINESS CARD

1. Open Business Card Template in Canva.
    a. <u>Link found here.</u>
2. Enter in full name
3. Enter Position Title
4. Enter in Phone and Email Information
5. If you would like to add more contact information, i.e. Skype/zoom/teams meeting ID, etc. please follow the instructions below:
    a. Enter in contact type (Office Phone, fax, etc.)
    b. Bold the type
    c. Enter in your information
    d. Make sure the information is unbolded
6. Update Office Location if necessary
    a. If you do not want an address on your business card, simply delete the text and leave blank
7. <mark>DOUBLE CHECK YOUR INFORMATION</mark>

ORDER TO PRINT BUSINESS CARD

1. Click the "Print Business Cards" button in top right corner
    a. *If you do not see the "Print Business Cards" button in the top right corner, follow the steps below:
        i. Hit the Share Button in the top right corner
        ii. Click the button that says "Print your Design" with the truck icon
        iii. Click the "Business Cards" option
2. This will take you to your Business Card preferences:
    a. Select ' Double sided'
    b. Select 'All Pages (2)' to print
    c. Select 'Deluxe paper'
    d. Select 'Uncoated finish'
    e. Select the number of copies you need
3. Click Continue for 'gaps around the edges'
4. Click Continue again for 'check the danger zone'
5. Proof read your business card again

6. Optional: you may download a PDF if you would like. This option will appear in before ordering.

SHIP BUSINESS CARD

1. Select shipping speed
2. Enter in your shipping address and contact information

ORDER BUSINESS CARD

1. Enter in your <mark>own payment information. There is a chance that the payment will autopopulate with a previously used credit card.</mark> **Do NOT use this payment information.** In the 'Confirm and Pay' section, under the 'Place Order' button, click 'edit' on the payment information (See screenshot below). <mark>**Please enter in your own Credit Card information.**</mark>
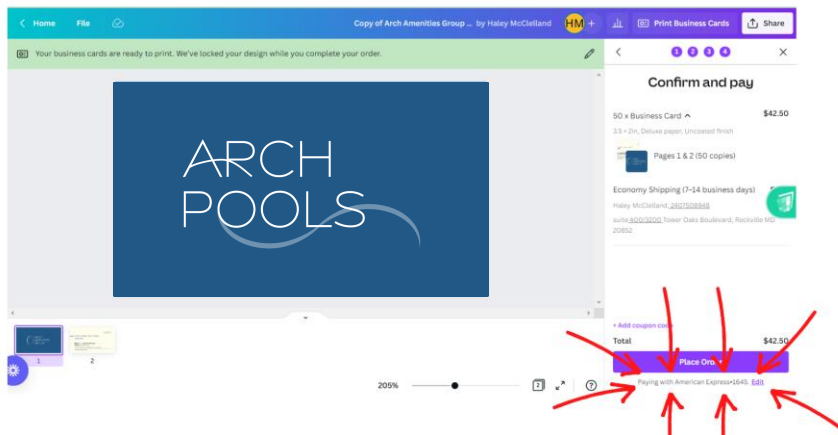
2. Once paid, you may submit for reimbursement from AAG.
3. Wait for your cards to arrive and enjoy!