



discovery **toys**
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Ordering Discovery Toys Business Cards

Discovery Toys

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Purpose

The purpose of this document is to describe the procedures for ordering Discovery Toys business cards. Discovery Toys consultants may choose between three options when ordering business cards:

- The Discovery Toys website
- The Michigan Wholesale Printing website
- The Vistaprint website

Ordering Cards Using the Discovery Toys Website

Using the Discovery Toys website allows you to download a pre-formatted artwork file that is print shop ready.

Logging into the Discovery Toys Website

To log into the Discovery Toys Website:

1. Navigate to: <http://www.discoverytoys.com>.
2. Click the **EC Sign In** link at the top of the page.



3. Enter your EC Number and Password then click the **Go** button next to E-clic access.

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Welcome to EC Online

EC Online is your one digital source for all the support you need to empower your business success. **June 18, 2010**

Are you a first time e-clic user?

If you are a Discovery Toys' Educational Consultant and this is your first visit to e-clic, you must register. It's easy! Click here.

Are you a registered e-clic user?

If you have previously registered for e-clic, complete the information below, then click the e-clic access button.

Select Country Code: USA ▾

Enter EC Number:

Enter Password: * Must be between 4 and 8 characters long and may be any combination of letters, numbers, and symbols.

e-clic access

Do you want to change your password?

Once you have registered for an e-clic password, it is easy to change your password. Click here.

Downloading the Business Card Artwork

To download the business card artwork:

1. Click the **Go** button in the EC Tools section.

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Welcome to EC Online

EC Online is your one digital source for all the support you need to empower your business success. **December 28, 2010**

Livermore Home Office Contact Information

Livermore Home Office is ready to support your needs. We can help with just about anything: place an order; answer all questions; suggest the right person to talk to and more. We are here to help grow your business.

eSuite

Set up and manage your personal / professional DT Website here; includes comprehensive sales management and other reports in BOSS; read e-mail and keep track of your DT calendar.

EC Tools

Access loads of information to keep you in the know such as PAL, Hotline, Training Information, DT Consultant Connection, DT Styleguide / LOGO information and all communications to run your DT business.

eClic

Place all DT orders here. Input Master Orders, track your orders, place orders for business supplies and logo merchandise and order your New DT Products Kit.

2. Click the **Tools** link at the top of the page.



3. Click the **Marketing/PR Tools** link on the left center of the page.



4. Click the **Brand & Logo Guidelines** link.



5. Click the **Download DT Business Cards** link.



- Click either the **Standard Business Card** or **Standard Business w/editable back** link. An editable PDF file with the business card artwork appears.



- Type in the following information under Discovery Toys:

- Name
- Job title
- Street address
- Email
- Phone number
- Web address
- Introduction (editable back version only)



Standard Business Card

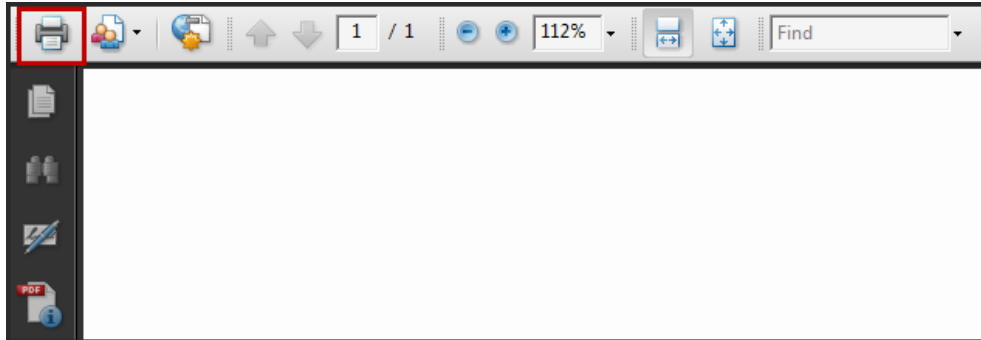


Standard Business Card w/editable back

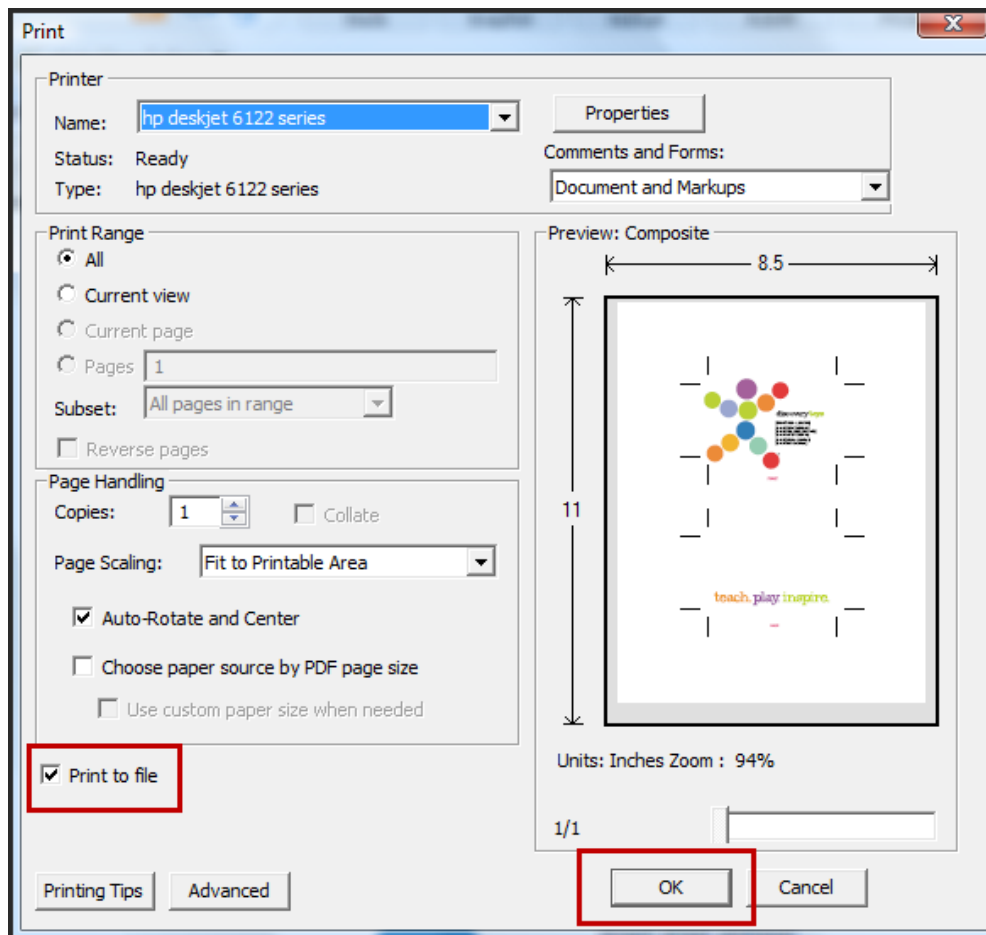
Saving the PDF File to Your Computer

To save the PDF file to your local disk:

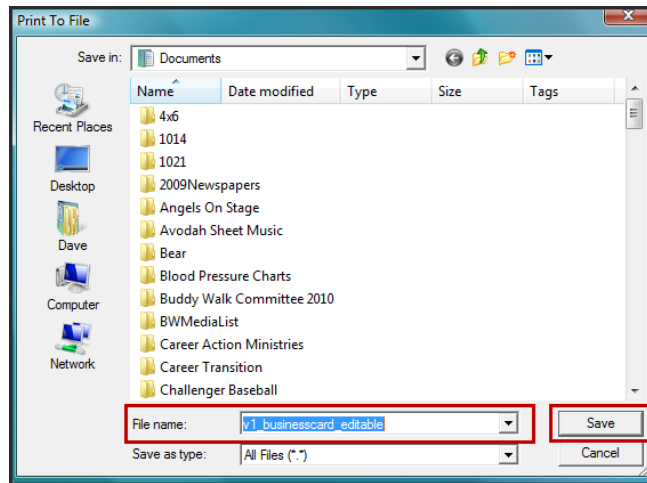
1. Click the printer icon on the upper left corner of the screen.



2. Select the **Print to file** option then click the **OK** button.



3. Type in a name for the file in the File name field then click the **Save** button.



4. Email the PDF file artwork to your preferred print shop.

Ordering Cards Using the Michigan Wholesale Printing Website

Using the Michigan Wholesale Printing website allows you to select a predesigned Discovery Toys business card and have it printed and delivered to your address.

Logging into the Michigan Wholesale Printing Website

To log into the Michigan Wholesale Printing website:

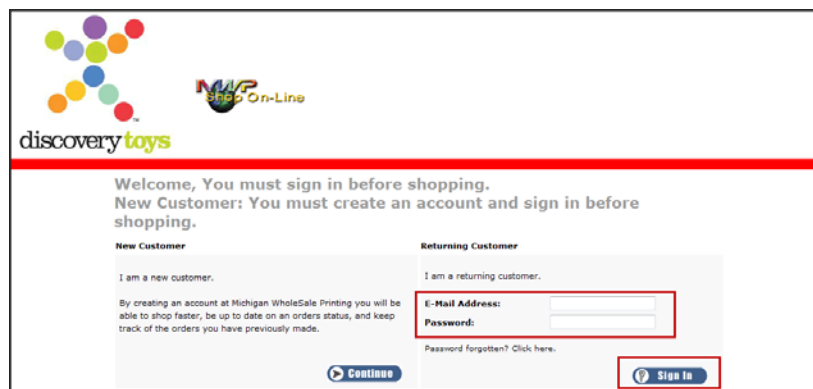
1. Navigate to: <http://www.mwprinting.com>.
2. Click the **Shop On-Line** link at the top of the page.



3. Type: *Discovery Toys* in the search field then click the **Login** button.



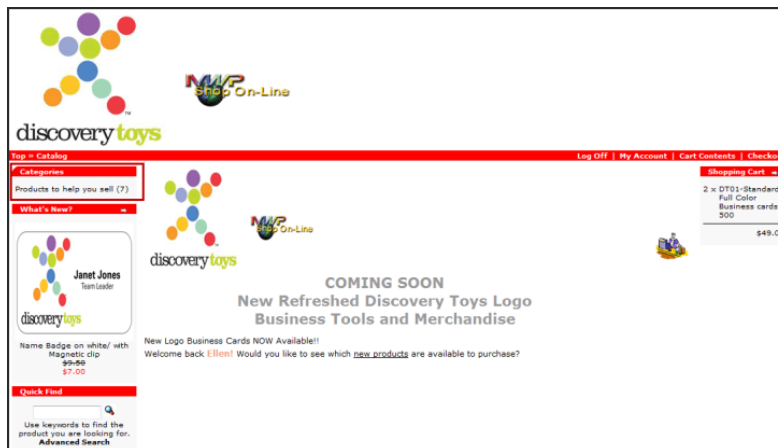
4. Enter your email address and password then click the **Sign In** button.



Placing Your Order

To order your cards on the Michigan Wholesale Printing website:

1. Click on the **Products that help you sell (7)** link under Categories on the upper left corner of the page.



- Click either the **DT01-Standard Full Color Business cards: 500** link or the **DT2-Premium Full Color Business Cards-500** link.

DT01-Standard Full Color Business cards: 500 \$24.50

DT02-Premium Full Color Business Cards-500 ~~\$36.00~~ \$22.50

- Enter the necessary shipping and card information in the appropriate fields then click the **Add to Cart** button.

Categories **DT01-Standard Full Color Business cards: 500** \$24.50 Shopping Cart

Products to help you sell (7) Make a strong first impression with these full color professional business cards. Printed full color front and back..... These cards are printed on a #100 solar white matte cover stock, size 3.5 x 2.5..

What's New?

Available Options:

Name:

Address:

City:

State:

Zip:

Email:

Phone:

Fax:

Cell:

Website:

Business Title: Executive Director

Other:

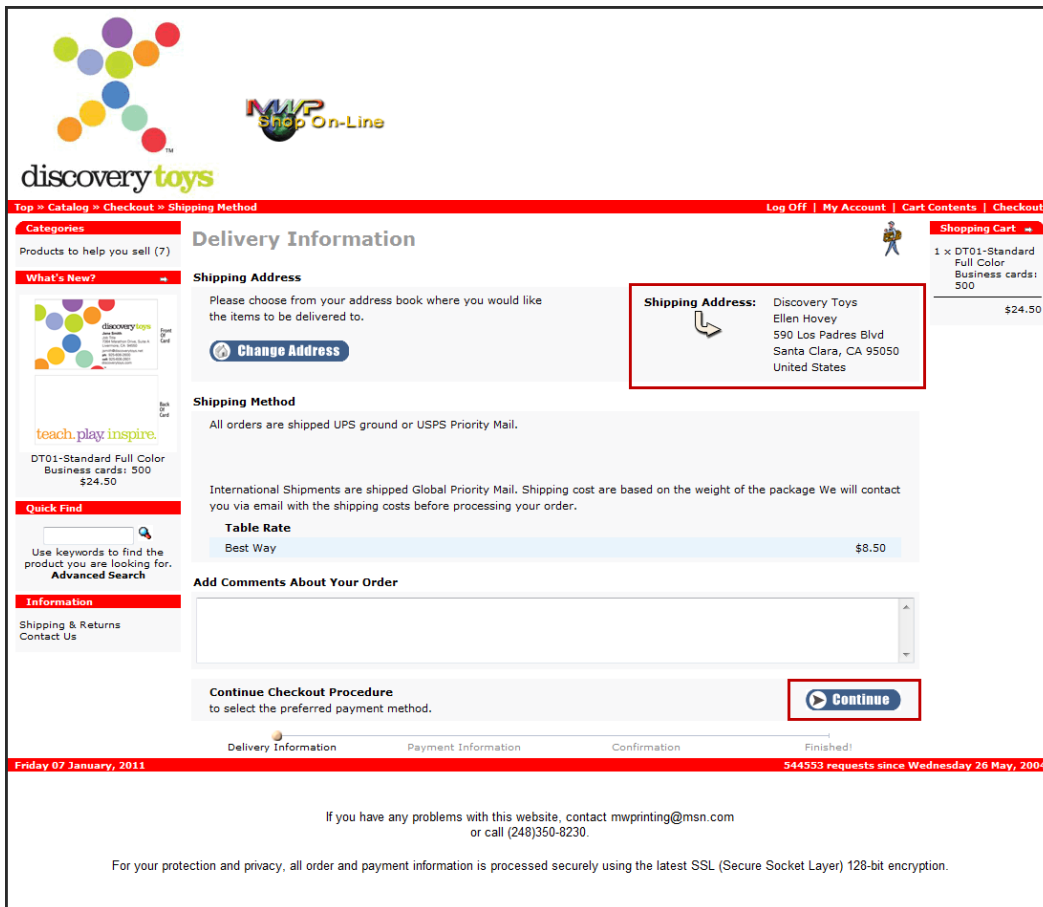
This product was added to our catalog on Friday 23 April, 2004.

Add to Cart

4. Confirm your card order then click the **Checkout** button.



5. Confirm your shipping address then click the **Continue** button.



- Enter your credit card information into the appropriate fields then click the **Continue** button.

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Top » Catalog » Checkout » Payment Method

Log Off | My Account | Cart Contents | Checkout

Categories

Products to help you sell (7)

What's New?

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DT01-Standard Full Color Business cards: 500 \$24.50

Quick Find

Use keywords to find the product you are looking for. **Advanced Search**

Information

Shipping & Returns Contact Us

Payment Information

Billing Address

Please choose from your address book where you would like the invoice to be sent to.

[Change Address](#)

Billing Address: Discovery Toys
Ellen Hovey
590 Los Padres Blvd
Santa Clara, CA 95050
United States

Payment Method

This is currently the only payment method available to use on this order.

Credit Card

Credit Card Owner:

Credit Card Number:

Credit Card Expiry Date: September 2013

Add Comments About Your Order

[Continue Checkout Procedure](#) to confirm this order.

[Continue](#)

Shopping Cart

1 x DT01-Standard Full Color Business cards: 500 \$24.50

- Confirm that the delivery address, billing address, and credit card information are correct then click the **Confirm Order** button. Your business card order is now submitted.

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Top » Catalog » Checkout » Confirmation

Log Off | My Account | Cart Contents | Checkout

Categories

Products to help you sell (7)

What's New?

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Jane Smith, Team Leader
1234 Street, City ST 12345
Ph: 123.456.7890 | Cell: 123.456.9087
www.website.com | jane@email.com

2color Mailing Labels- 500 \$17.50

Quick Find

Use keywords to find the product you are looking for. **Advanced Search**

Information

Shipping & Returns Contact Us

Order Confirmation

Delivery Address [Edit](#)

Discovery Toys
Ellen Hovey
590 Los Padres Blvd
Santa Clara, CA 95050
United States

Shipping Method [Edit](#)

Table Rate (Best Way)

Billing Information

Billing Address [Edit](#)

Discovery Toys
Ellen Hovey
590 Los Padres Blvd
Santa Clara, CA 95050
United States

Payment Method [Edit](#)

Credit Card

Payment Information

Credit Card: Visa

Credit Card Owner: Ellen Hovey
Credit Card Number: 4888XXXXXXXX0172
Credit Card Expiry Date: September, 2013

Products [Edit](#)

1 x DT01-Standard Full Color Business cards: 500 \$24.50
- Business Title: Team Leader

Sub-Total: \$24.50
Table Rate (Best Way): \$8.50
Total: **\$33.00**

[Confirm Order](#)

Delivery Information Payment Information Confirmation Finished!

Friday 07 January, 2011 544555 requests since Wednesday 26 May, 2004

Ordering Cards Using the Vistaprint Website

Using the Vistaprint website provides a more economical option and allows you to choose from dozens of predesigned business card templates. Many of the designs allow space for an image or logo where you can upload the Discovery Toys logo into a chosen design. The cards are then printed by the company and delivered to your address.

The first part of this ordering procedure involves downloading the Discovery Toys logo and saving it to your local disk. The second part involves uploading the logo into a predesigned card template on the Vistaprint website and ordering your cards.

Logging into the Discovery Toys Website

To log into the Discovery Toys website:

1. Navigate to: <http://www.discoverytoys.com>.
2. Click the **EC Sign In** link at the top of the page.

The screenshot shows the Discovery Toys website homepage. At the top right, there is a navigation menu with links for "EC Sign In", "Customer Order Tracking", and "Find a Consultant". Below this is a main navigation bar with links for "Home", "Business Opportunity", "Hosting Opportunity", "Company / News", "Catalog", and "Shop Online". The main content area features several promotional banners. On the left, a banner for customers and hostesses offers a \$50 coupon and a DT Party Apron. In the center, a banner for "JOY OF LEARNING SETS" offers 5 & 6 toys each over 10% off. On the right, a banner for "shop here shop now" offers toys for kids of all ages. Below these banners are three smaller banners for "dt parenting guide", "dt business opportunity", and "dt hosting opportunity". At the bottom right, there is a banner for "SHOP NOW FOR YOUR JOY OF LEARNING GIFT SETS". The footer contains links for "Parenting Guide", "Site Map", "Contact Us", "Terms and Conditions", "Privacy Policy", "DT Policies", and "Recall Information".

3. Enter your EC Number and Password then click the **Go** button next to E-clic access.

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Welcome to EC Online

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Are you a first time e-clic user?

If you are a Discovery Toys' Educational Consultant and this is your first visit to e-clic, you must register. It's easy! Click here.

[Go](#)

Are you a registered e-clic user?

If you have previously registered for e-clic, complete the information below, then click the e-clic access button.

Select Country Code: USA

Enter EC Number:

Enter Password: * Must be between 4 and 8 characters long and may be any combination of letters, numbers, and symbols.

e-clic access [Go](#)

Do you want to change your password?

Once you have registered for an e-clic password, it is easy to change your password. Click here.

[Go](#)

Downloading the Discovery Toys Logo

To download the Discovery Toys logo:

1. Click the **Go** button in the EC Tools section.

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Welcome to EC Online

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Livermore Home Office Contact Information

Livermore Home Office is ready to support your needs. We can help with just about anything: place an order; answer all questions; suggest the right person to talk to and more. We are here to help grow your business.

[Go](#)

eSuite

Set up and manage your personal / professional DT Website here; includes comprehensive sales management and other reports in BOSS; read e-mail and keep track of your DT calendar.

[Go](#)

EC Tools

Access loads of information to keep you in the know such as PAL, Hotline, Training Information, DT Consultant Connection, DT Styleguide / LOGO information and all communications to run your DT business.

[Go](#)

eClic

Place all DT orders here. Input Master Orders, track your orders, place orders for business supplies and logo merchandise and order your New DT Products Kit.

[Go](#)

- Click the **Tools** link at the top of the page.



- Click the **Marketing/PR Tools** link at the left center of the page.



4. Click the **Brand & Logo Guidelines** link.

The screenshot shows the Discovery Toys website interface. At the top left is the logo with the tagline "teach. play. inspire.". To the right, there's a search bar and "EC Tools" branding. A navigation bar contains "Home", "News", "Promotions", "Training", and "Tools". A large banner features the "teach. play. inspire." slogan and a photo of children. Below the banner, the "Marketing/PR Tools" page is displayed. A sidebar on the left lists various toolkits. The main content area includes a description of marketing tools and a bulleted list of links. The link "Brand & Logo Guidelines" is highlighted with a red rectangular box. On the right side, there are sections for "Company News!", "dt[®] eSuites", and "2011 Incentive Trip".

5. Click the **Download DT Logos** link.

This screenshot shows the same Discovery Toys website but with the "Brand & Logo Guidelines" page selected. The sidebar on the left remains the same. The main content area now features the "Brand & Logo Guidelines" title and a paragraph explaining the purpose of the guidelines. Below this is a bulleted list of options: "Brand & Logo Styleguide", "Download DT Logos", "Download DT Logos in High Resolution", "Download DT Business Cards", and "Download DT Templates (color & grayscale)". The "Download DT Logos" link is highlighted with a red rectangular box. The right-hand side of the page, including the "Company News!" and "dt[®] eSuites" sections, is identical to the previous screenshot.

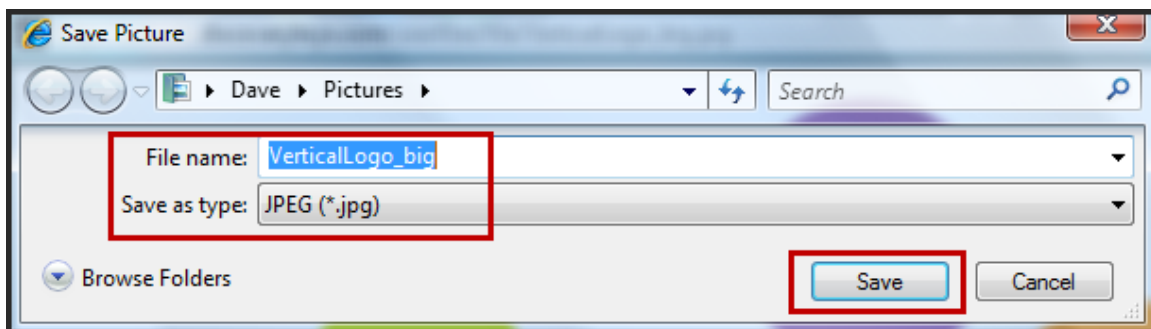
6. Click the **Download Logo** link under the logo design that best suits your business card needs. A separate window appears with the logo image.



Saving the Logo File to Your Computer

To save the logo image to your local disk:

1. Click the right mouse button inside the logo image window and select **Save Picture As**. A Save Picture dialog box appears.
2. Type a file name inside the File name field. For Save as type, leave file setting at **JPEG (*.jpg)**. When completed, click the **Save** button.



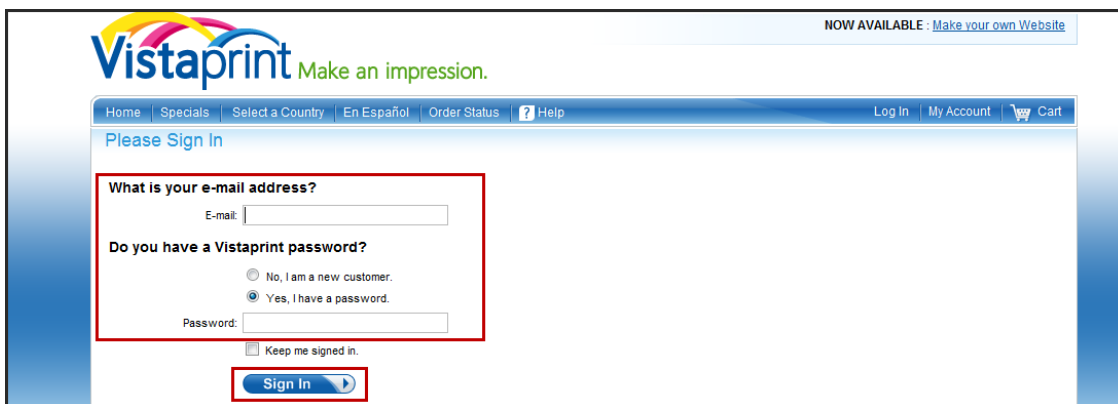
Logging into the Vistaprint Website

To log into the Vistaprint website:

1. Navigate to: <http://www.vistaprint.com>
2. Click the **Log In** link at the top right side of the page.



3. Enter your email address and password then click the **Sign In** button.



Selecting a Card Design and Uploading the Logo

To select a card design and upload your logo:

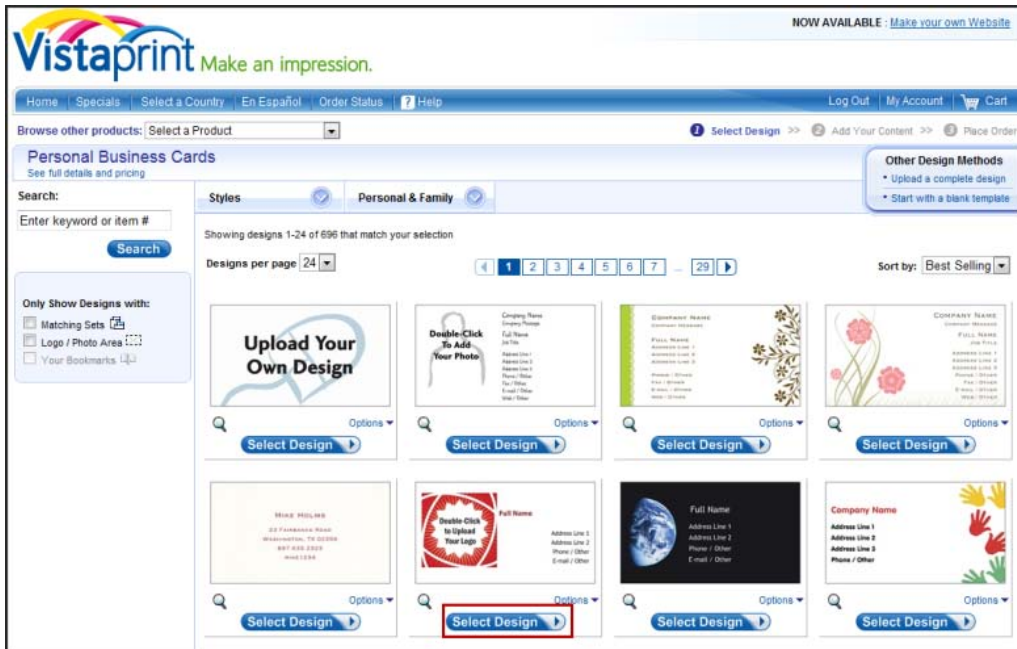
1. Place your cursor over the **Business Cards** link on the top left side of the page then select **Personal Business Cards**.



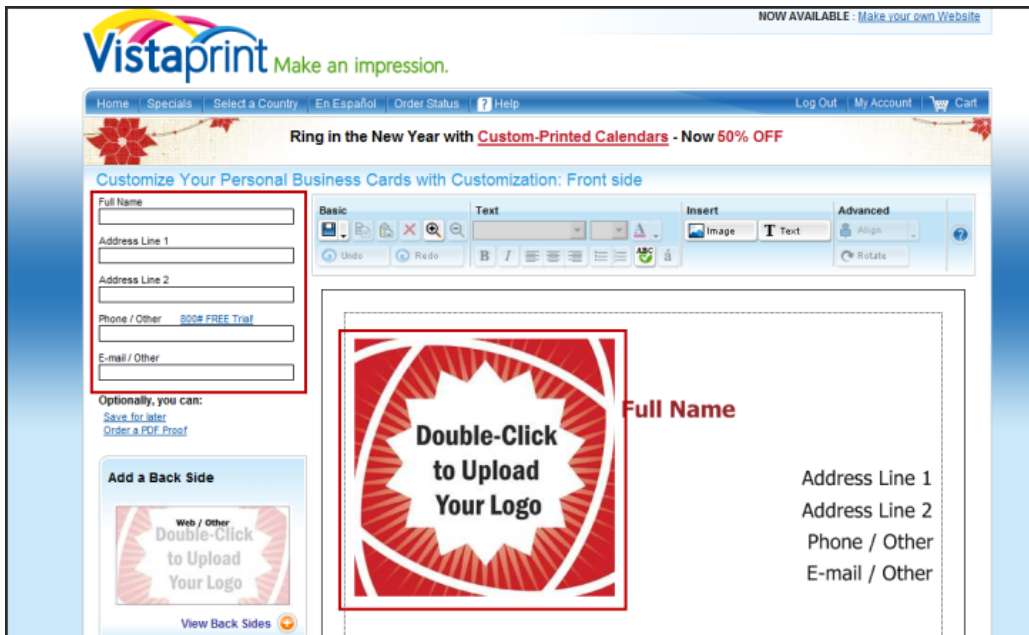
2. Click the **Get Started** button in the Browse our designs section.



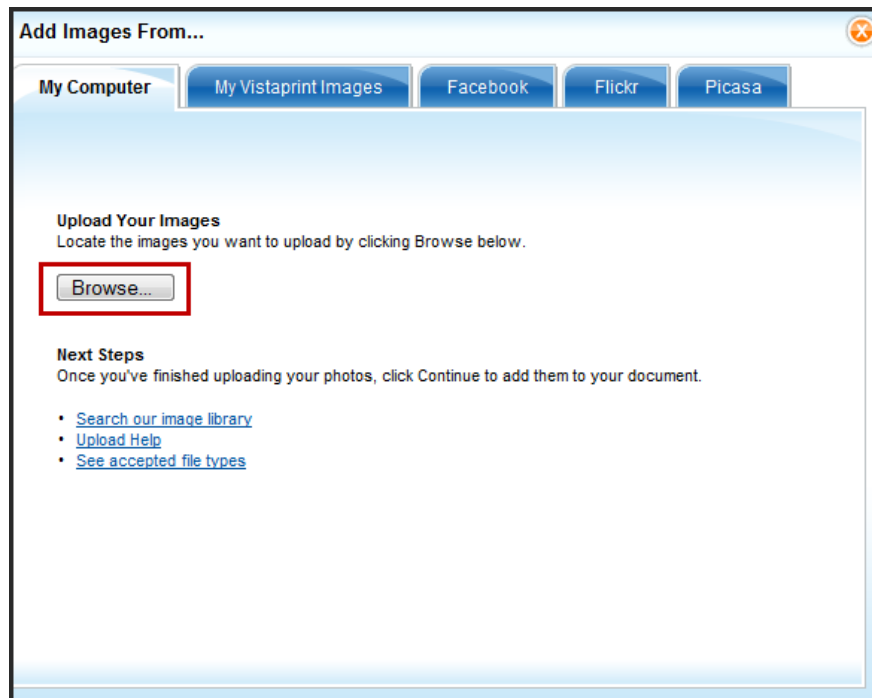
3. Select a card design template that meets your needs and has a space to upload a logo or photo then click the **Select Design** button below the card template.



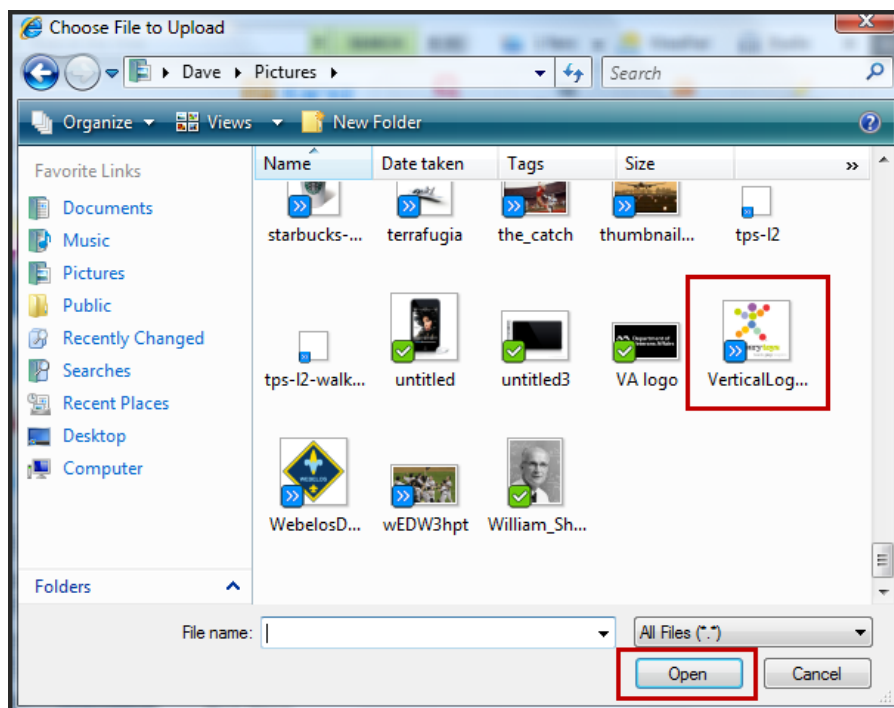
4. Enter the contact information in the appropriate fields to the left of the card image then double click the logo target to upload the logo image.



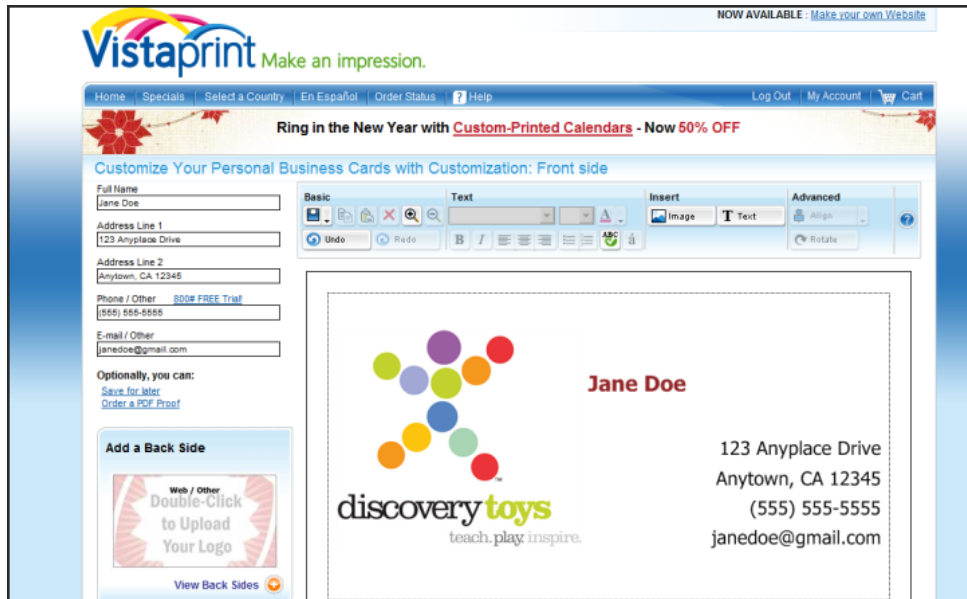
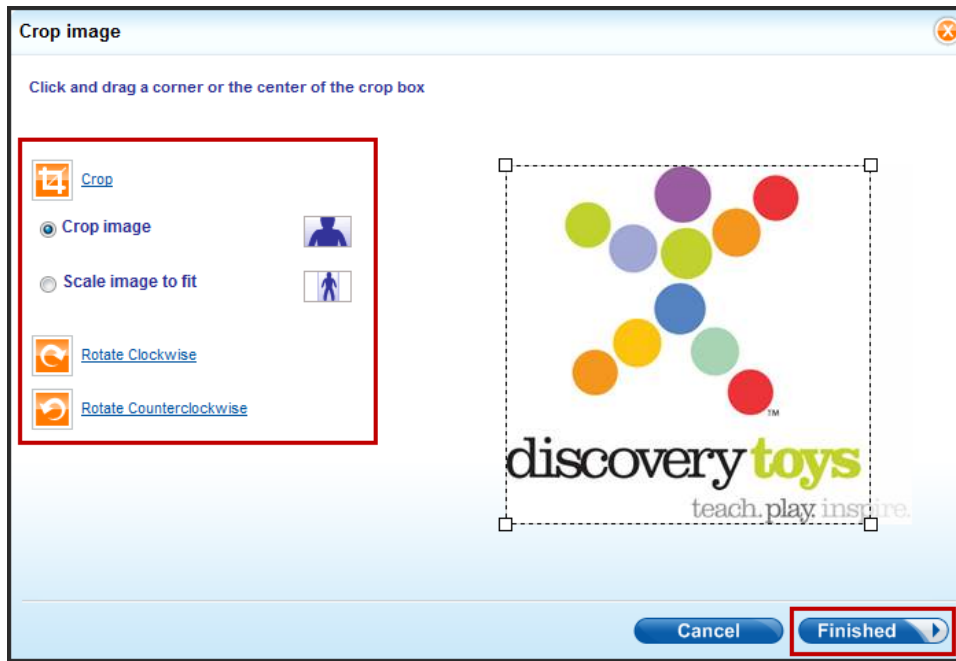
5. Click the **Browse** button to locate the logo image on your computer



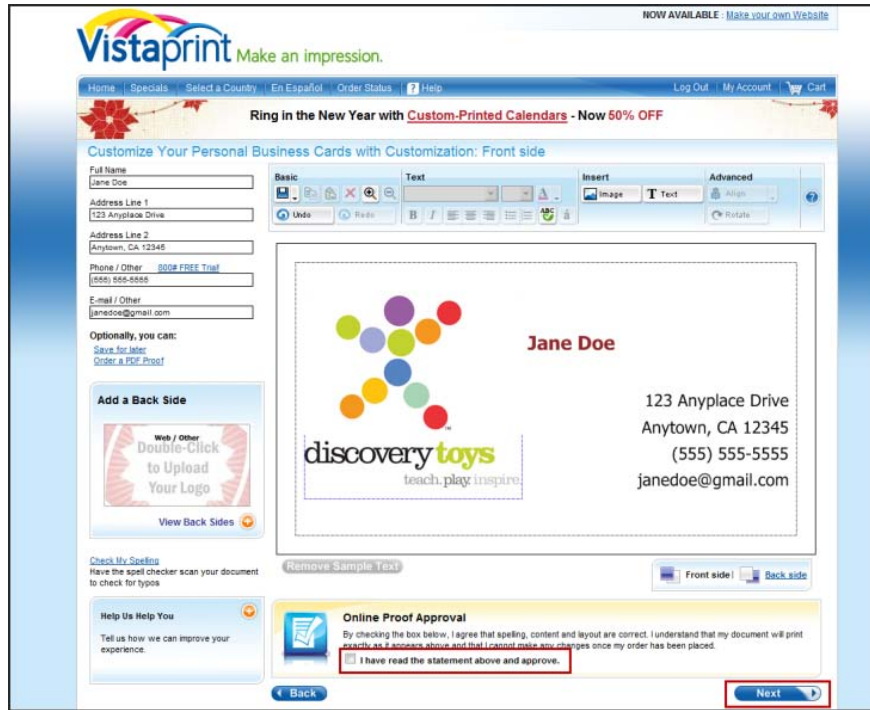
6. Click on the image after locating the logo then click the **Open** button. The logo image uploads.



7. Manipulate the logo image configuration by using the controls to the left of the image. The logo can also be manually cropped by stretching the corners of the dashed lines. When finished, click the **Finished** button. The logo appears in the card design.



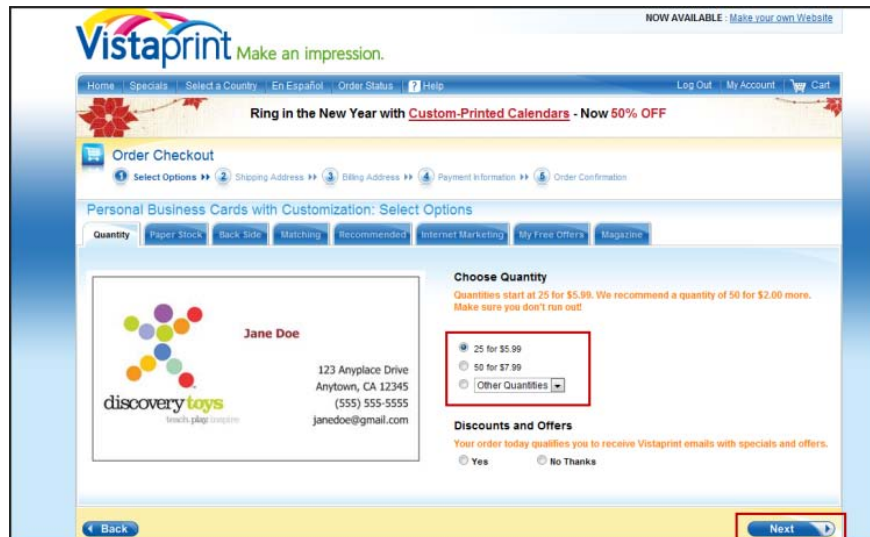
8. Review your card to make sure all information is correct and that the logo is the appropriate size. If the card design meets your approval, click the **Online Proof Approval** box then click the **Next** button.



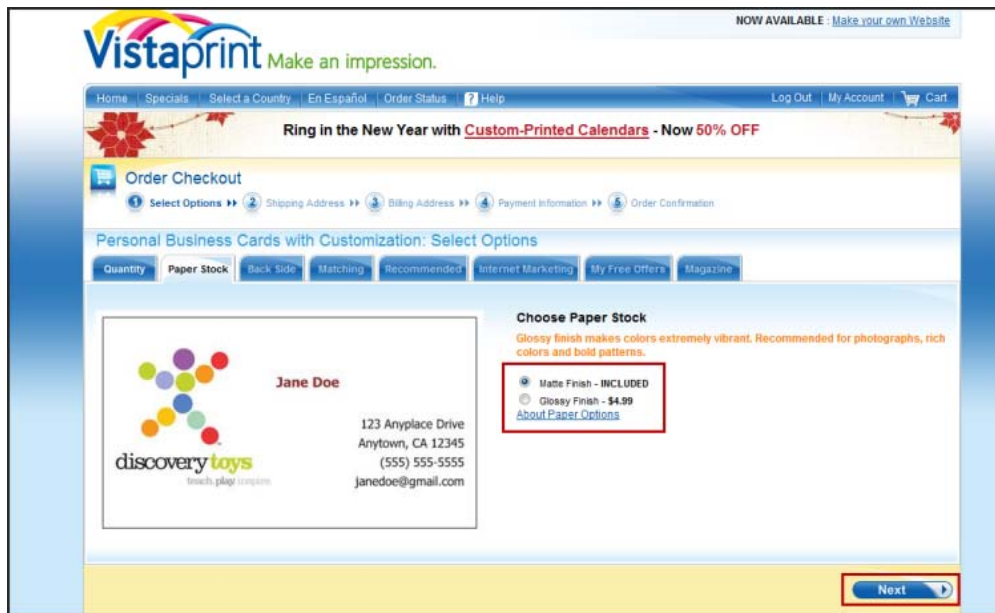
Placing Your Order

To order your cards on the Vistaprint website:

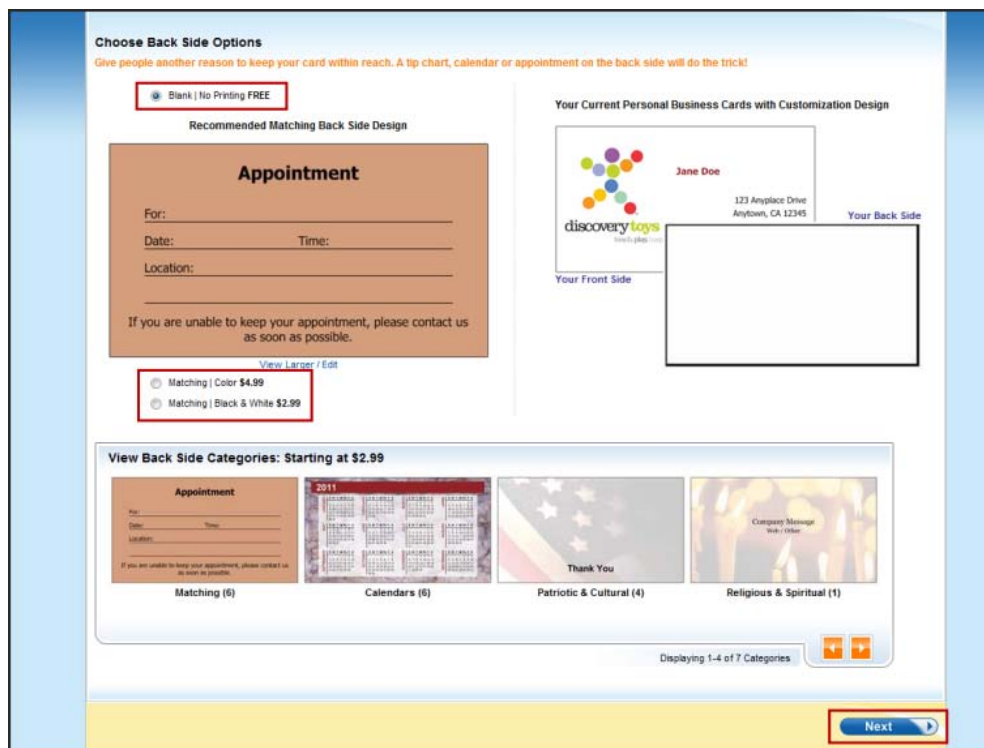
1. Select the quantity of cards then click the **Next** button.



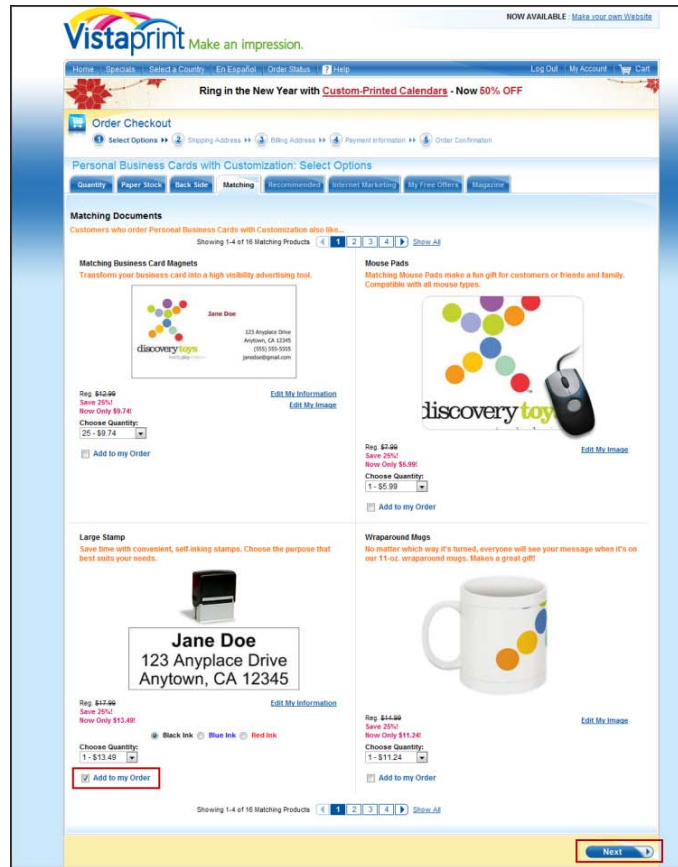
2. Select your paper stock then click the **Next** button.



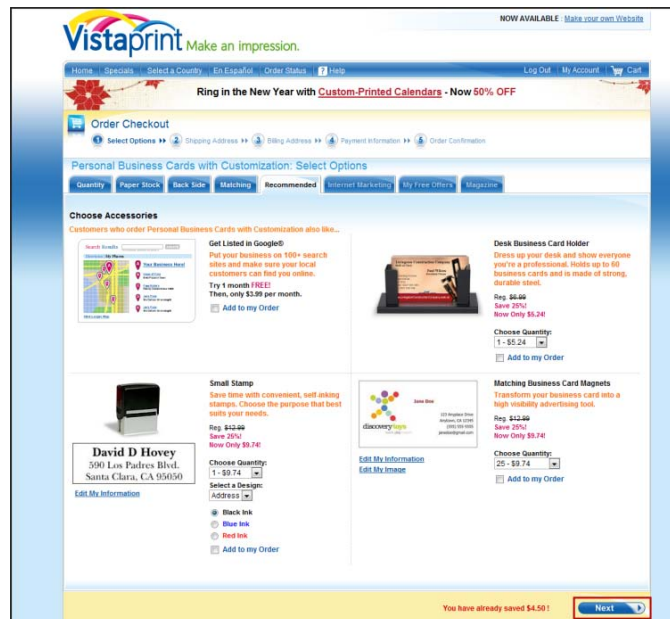
3. Select your back side options then click the **Next** button.



4. Select any additional matching Vistaprint products then click the **Next** button.



5. Select any Vistaprint accessories then click the **Next** button.



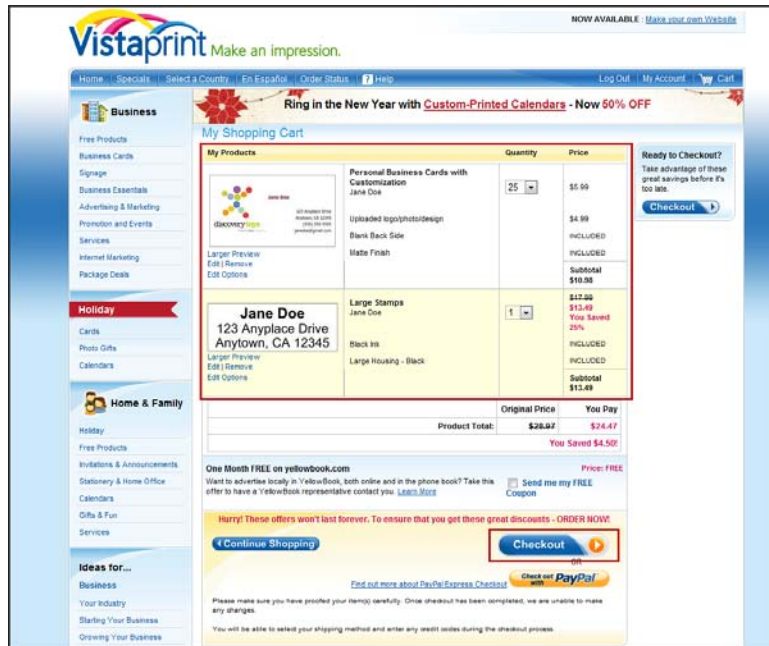
- Accept or decline the Vistaprint internet marketing offer then click the **Next** button.



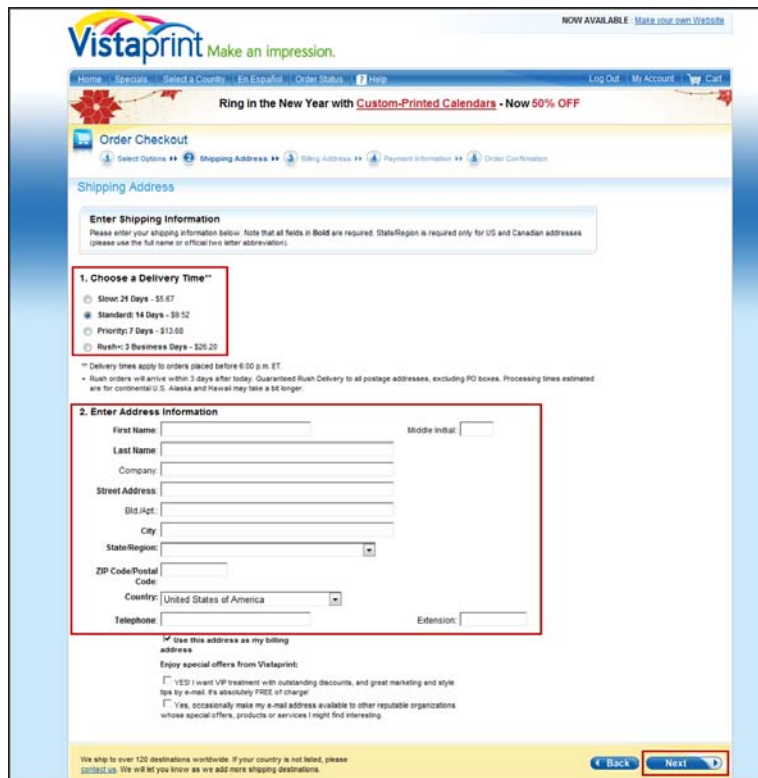
- Accept or decline any Vistaprint partner offers then click the **Next** button.



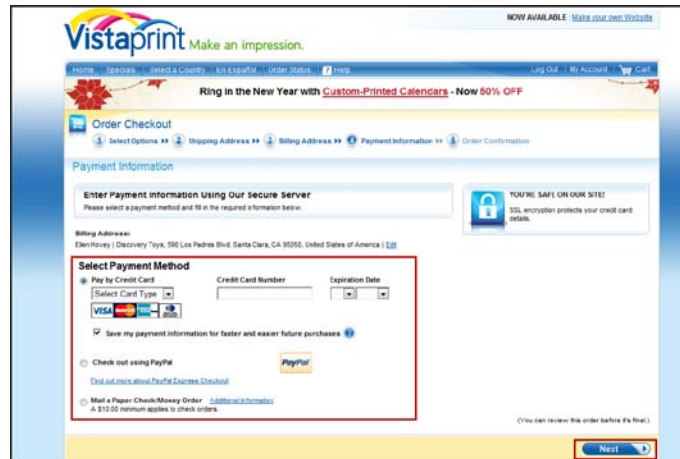
8. Confirm that your order is correct then click the **Checkout** button.



9. Select your shipping preference and enter your shipping address into the appropriate fields then click the **Next** button.



10. Select and complete your payment method then click the **Next** button.



11. Confirm that the final order and prices are correct then click either the **Accept Without Return Address Labels** button or **Accept With Return Address Labels** button. Your business card order is now submitted.

