

# 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.



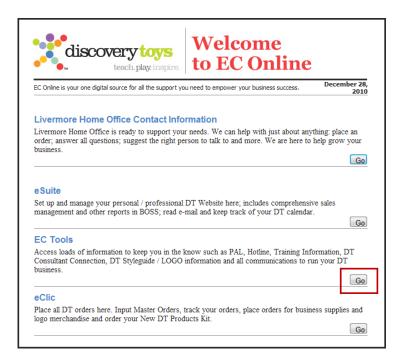
3. Enter your EC Number and Password then click the **Go** button next to E-clic access.

EC Online is your o	ne digital source for all the support you need to empower your business success. June 18, 2010
Are you a fi	rst time e-clic user?
If you are a Discov here.	very Toys' Educational Consultant and this is your first visit to e-clic, you must register. It's easy! Click
Are you a re	egistered e-clic user?
	usly registered for e-clic, complete the information below, then click the e-clic access button.
If you have previo	usly registered for e-clic, complete the information below, then click the e-clic access button. de: USA
If you have previo Select Country Co Enter EC Number:	usly registered for e-clic, complete the information below, then click the e-clic access button. de: USA
If you have previo Select Country Co	usly registered for e-clic, complete the information below, then click the e-clic access button. ide: USA  if the second
If you have previo Select Country Co Enter EC Number: Enter Password: e-clic access	usly registered for e-clic, complete the information below, then click the e-clic access button. de: USA "Illust be between 4 and 8 characters long and may be any combination of letters, numbers, and symbols.

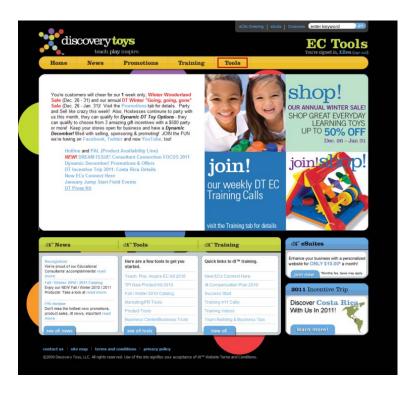
#### **Downloading the Business Card Artwork**

To download the business card artwork:

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



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



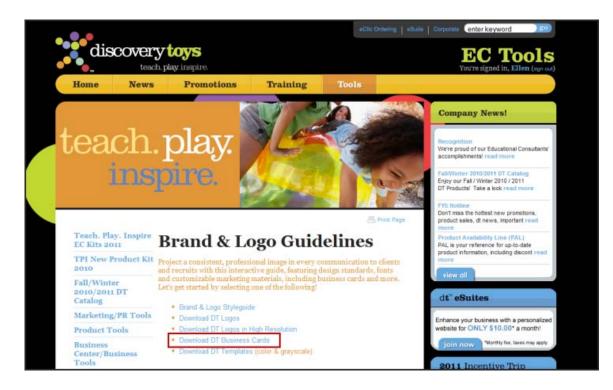
3. Click the **Marketing/PR Tools** link on the left center of the page.



4. Click the Brand & Logo Guidelines link.



5. Click the Download DT Business Cards link.



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



- 7. 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:

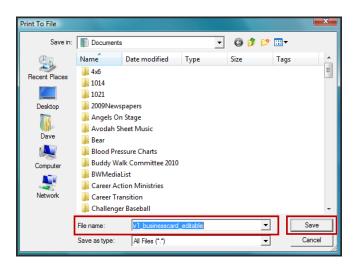
1. Click the printer icon on the upper left corner of the screen.

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66					
<b>57</b> 2					

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

Print	×
Printer	
Name: hp deskjet 6122 series	Properties
Status: Ready	Comments and Forms:
Type: hp deskjet 6122 series	Document and Markups
Print Range	Preview: Composite
○ All	K
C Current view C Current page	
C Pages 1	
Subset: All pages in range	
Reverse pages	
Page Handling	
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Page Scaling: Fit to Printable Area	
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Choose paper source by PDF page size	
Use custom paper size when needed	
	×
✓ Print to file	Units: Inches Zoom : 94%
L	1/1
Printing Tips Advanced	OK Cancel

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.

discovery	v toys	
	Welcome, You must sign in before s New Customer: You must create an shopping.	
	New Customer	Returning Customer
	I am a new customer.	1 am a returning customer.
	By creating an account at Michigan WholeSale Printing you will be able to shop faster, be up to date on an orders status, and keep track of the orders you have previously made.	E-Mail Address: Possword:
	Continue	Password forgotten? Click here.

#### **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.



2. Click either the **DTo1-Standard Full Color Business cards: 500** link or the **DT2-Premium Full Color Business Cards-500** link.

•	Ciscocary tops Area Marken Statistics Area A	DT01-Standard Full Color Business cards: 500	\$24.50	
	Lilly Kitten Educational Consultant 5987 Old Dirt Road Moody, MI 45678 Ph: (505) 987-0987 Cell: (435) 234-4567 illycat@kittenstrem.net wwdscomeytogink.cm.Ully	DT02-Premium Full Color Business Cards-500	<del>\$36.00</del> \$22.50	

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

discovery to			
Top » Catalog » Products to he		Log Off   My Account   Cart	
Categories Products to help you sell (7) What's New?	DT01-Standard Full Color Business cards: 500 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	\$24.50	Shopping Cart 2 × DT01-Standard Full Color Business cards: 500
teach. play inspire.	Available Options: Name: Address: City: State: Zip: Email:	teach.play inspire.	\$49.00 Notifications 4 Notify me of updates to DT01- Standard Full Color Business cards: S00
DT01-Standard Full Color Business cards: 500 \$24.50 Quick Find Use keyword to find the	Phone: Fax: Cell: Website:		Tell someone you know about this product.
product you are looking for. Advanced Search Information Shipping & Returns Contact Us	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.

discovery to	S Con-Line	Log Off   Hy Account   Car	Contents   Checkout
Categories Products to help you sell (7) What's New?	What's In My Cart? Note: Click update button when changing quantities	X Wha	Shopping Cart 1 × DT01-Standard Full Color Business cards: 500 \$24.50
Cards-Labels-Name Badge \$40.00 Quick Find	6 Update Continue Shopping	Sub-Total: \$24.50	

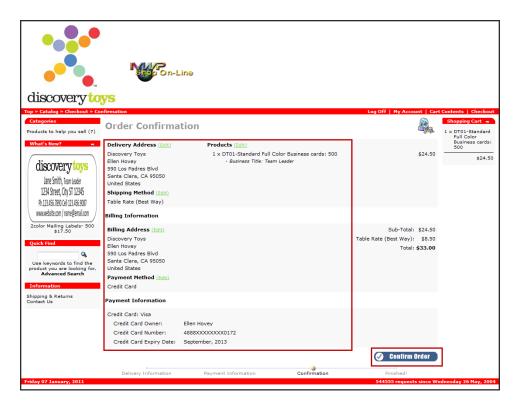
5. Confirm your shipping address then click the **Continue** button.

discovery to	Vieron-Lin	8			
Top » Catalog » Checkout » Sh				Log Off   My Account   Ca	rt Contents   Checkout
Categories Products to help you sell (7)	Delivery Informa	tion		÷	Shopping Cart → 1 × DT01-Standard Full Color
What's New? 🙀	Shipping Address				Business cards: 500
Ciccurs Vice A man A	Please choose from your addr the items to be delivered to.	ess book where you would like	Shipping Address:	Discovery Toys Ellen Hovey 590 Los Padres Blvd Santa Clara, CA 95050 United States	\$24.50
linis Cont	Shipping Method				-
teach.play inspire.	All orders are shipped UPS gro	ound or USPS Priority Mail.			
\$24.50 Quick Find		hipped Global Priority Mail. Shipping g costs before processing your orde	g cost are based on the weight of th er.	e package We will contact	
9	Table Rate				
Use keywords to find the product you are looking for.	Best Way			\$8.50	
Advanced Search	Add Comments About Your O	rder			
Information Shipping & Returns Contact Us				•	
	Continue Checkout Proced to select the preferred payme			Continue	]
	Oelivery Information	Payment Information	Confirmation	Finished!	
Friday 07 January, 2011 For your prot		ve any problems with this website, or call (248)350-8 yment information is processed se			/ednesday 26 May, 2004 /ption.

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

discovery to			Log Off   Ny Account   Car	rt Contents - Checkout
Categories Products to help you sell (7) What's New?	Payment Information Billing Address		- <u>-</u>	Shopping Cart + 1 × DT01-Standard Full Color Business cards:
discovery for the second	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	\$24.50
teach.play inspire.	Payment Method This is currently the only payment method available to use on this order.			
DT01-Standard Full Color Business cards: 500 \$24.50 Quick Find	Credit Card Credit Card Owner: Credit Card Number: Credit Card Expiry Date: September   2013			
Use keywords to find the product you are looking for. Advanced Search Information Shipping & Returns	Add Comments About Your Order		A 	
Contact Us	Continue Checkout Procedure to confirm this order.		(> Continue	

7. 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.



# **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.



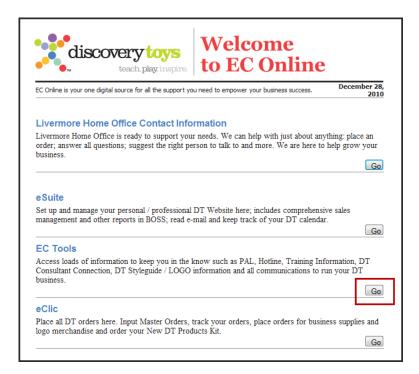
3. Enter your EC Number and Password then click the **Go** button next to E-clic access.

dis	teach.play inspire. 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
A	t time a alia waar0
Are you a firs	t time e-clic user?
If you are a Discove here. Go	ry Toys' Educational Consultant and this is your first visit to e-clic, you must register. It's easy! Click
Are you a reg	jistered e-clic user?
If you have previous	Iv registered for e-clic, complete the information below, then click the e-clic access button.
Select Country Code	
Enter EC Number:	
Enter Password:	* Nust be between 4 and 8 characters long and may be any combination of letters, rumbers, and symbols.
e-clic access	Go
Do you want	to change your password?
Once you have regi	stered for an e-clic password, it is easy to change your password. Click here.

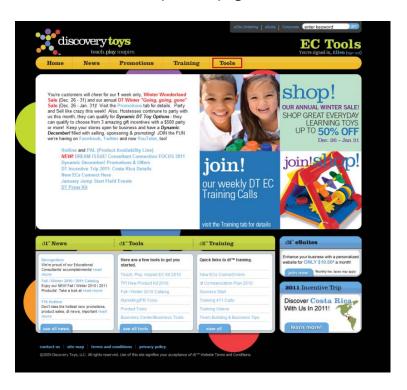
#### Downloading the Discovery Toys Logo

To download the Discovery Toys logo:

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



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



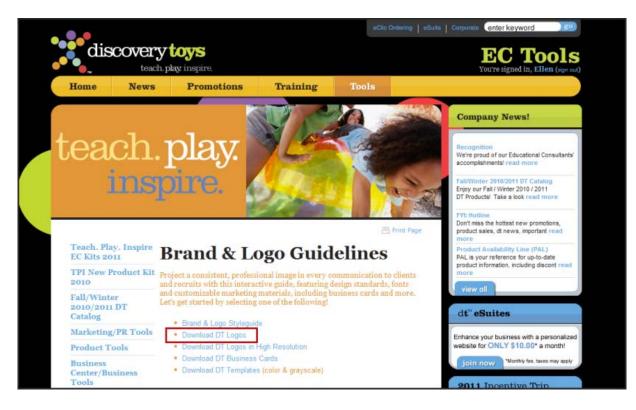
3. Click the Marketing/PR Tools link at the left center of the page.



4. Click the Brand & Logo Guidelines link.



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



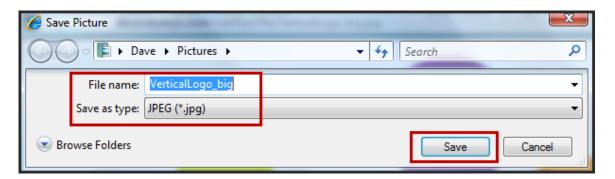
6. Click the **Download Logo** link under the logo design that best suits your business card needs. A separate window appears with the logo image.



#### Saving the Logo File to Your Computer

To save the logo image to your local disk:

- 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.



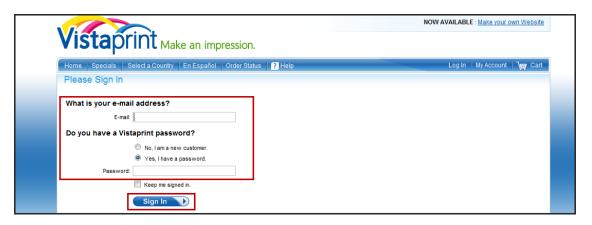
#### Logging into the Vistaprint Website

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.

Vistaprin	t Make an impres	sion.	
Home Specials Select	a Country En Español Ord	ler Status 💡 Help	Log In   My Account   Yeary Car
	Ring in the New Y	Year with Custom-Printed Calendars - Now 50% OFF	
Coordinate Your Look	Welcome David, we have David? Click here.	ve some great recommendations below just for you! Not	Please sign-in to get full access to your account.
		Get your custom calendar today!	Duick Reorder
Save 25%!			Get Started
Get Started		SAVE BIG on	
		CALENDARS Great for home, office and gifts.	My Account Account # 2788-0067-1618
TEA -	January nittati		My Portfolio     Account Update
Business		1 Starts at \$6.99 Now \$3.49	Partner Marketplace     See More
Free Products	O Time	Browse Calendars	See more
Business Cards	N. of Sector	2 3 1 0 13 14 16	• Services
Signage			Try a Website FREE
Business Essentials	Featured Products		Try Email Marketing FREE     Postcard Marketing
Advertising & Marketing			· LEVING CONTRACTO
Promotion and Events	Presentation	Get matching presentation folders to create a polished professional image.	Order History
Services	Folders	250 only \$379.99 \$284.99	You Last Created
Internet Marketing		Get Started	Check order status and review

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 you logo:

1. Place your curser 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.



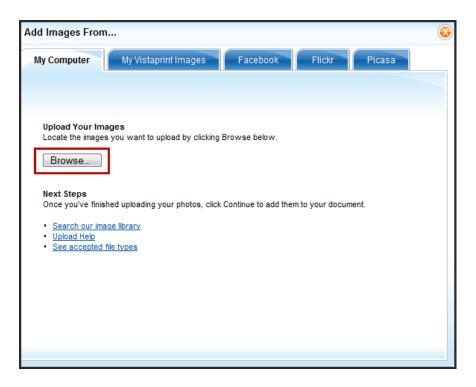
3. Select a card design template that meets your needs and has a space to upload a logo or photo then click the **Select Design** button below the card template.



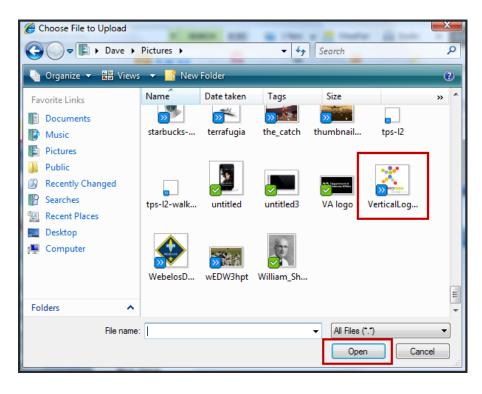
4. Enter the contact information in the appropriate fields to the left of the card image then double click the logo target to upload the logo image.

<b>Vista</b> print	Make an impression.	NOW AVAILABLE : Make your own Webs
Home Specials Select a Co	Intry En Español Order Status PHelp Ring in the New Year with Custom-Printed Ca Business Cards with Customization: Front	
Full Name         Address Line 1         Address Line 2         Phone / Other         Booth FREE Triat         E-mail / Other         Optionally, you can:         Save for later         Order a BOF Proof         Add a Back Side         Double-Click to Upload Your Logo	Basic Text	Full Name Address Line 1 Address Line 2 Phone / Other E-mail / Other

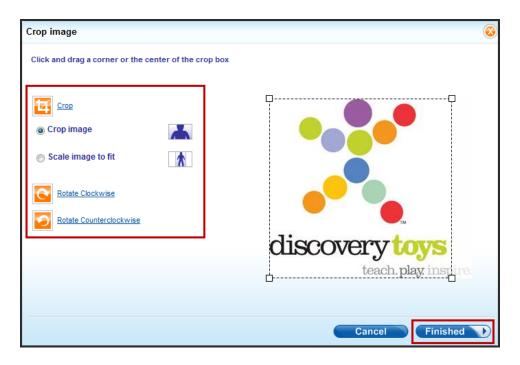
5. Click the **Browse** button to locate the logo image on your computer

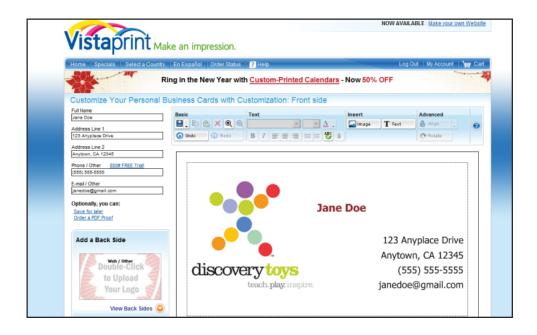


6. Click on the image after locating the logo then click the **Open** button. The logo image uploads.



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.

Home Specials Select a Country En Español Order Status ? H	elp Log Out My Account Wy Ga stom-Printed Calendars - Now 50% OFF
Criter Checkout Select Options ** 2 Stipping Address ** 3 Dilling Address ** Personal Business Cards with Customization: Select ( Guantity Place 3000 Cask 300 Mither discommendation	Options
	Choose Quantity Quantities start at 25 for \$5.90. We recommend a quantity of 50 for \$2.00 more.

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

Home Specials Select a Country En Español Order Status ?	Help Log Out   My Account   🧤 C
Ring in the New Year with C	ustom-Printed Calendars - Now 50% OFF
Order Checkout	
Select Options >> (2) Shipping Address >> (3) Billing Address >> (1)	Payment information IP  Order Confirmation
Personal Business Cards with Customization: Select	Options
Quantity Paper Stock Back Side Matching Recommended	Internet Marketing My Free Offers Magazine
	Choose Paper Stock Glossy finish makes colors extremely vibrant. Recommended for photographs, ri
Jane Doe	Glossy finish makes colors extremely vibrant. Recommended for photographs, riv
123 Anyplace Drive	Glossy finish makes colors extremely vibrant. Recommended for photographs, ris colors and bold patterns.
123 Anyplace Drive Anytown, CA 12345	Glossy Finish makes colors extremely vibrant. Recommended for photographs, ris colors and bold patterns.  Wate Frieh - INCLUDED Glossy Finish - \$4.99
123 Anyplace Drive Anytown, CA 12345	Glossy Finish makes colors extremely vibrant. Recommended for photographs, ris colors and bold patterns.  Wate Frieh - INCLUDED Glossy Finish - \$4.99

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

Blank   No Printing FREE Recommended Matching Back Side Design	Your Current Personal Bu	siness Cards with Customiz	ation Design
Appointment         For:         Date:       Time:         Location:         If you are unable to keep your appointment, please contact us as soon as possible.         View Larger (Ed)         Matching   Guor \$4.29         Matching [Guor \$4.29         Matching [ Buot \$Whet \$2.99	discovery togs verifie to the Your Front Side	ne Doe 123 Angelace Drive Anytouri, CA 12345	Your Back Si
View Back Side Categories: Starting at \$2.99           Appointment           Starting           Bernermine           Gelendars (6)	Thank You Patriotic & Cultural (4)	Company Message Beer Other	(1)
		ying 1-4 of 7 Categories	

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



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

Home Specials Select a Court	try En Español Order Status ? Help		Log Out Ny Account Ny
	Ring in the New Year with Custon	m-Printed Calendars - Now 50	J% OFF
	coing Address >> ) Tilling Address >> ) 🕢 Filling Address >> ) 🌒 Filling Address >> )	er estaron da 🖾 Mandae d	é.
Quantity Paper Stock Back S	de Matching Recommended Intern	et Marketing My Free Offers Mag	saine
Choose Accessories Customers who order Personal Busi	iness Cards with Customization also like		
Recht konte Terrer Marken Terrer M	Get Listed in GoogleO Poly para bravenses on 100 - search sites and make sere yoor local customers can find you online. Try 1 mounth FREE Then, only 320 per month. Add to my Order		Desk Business Card Holdor           Dress up gave desk and shore veryroers you're a professional. Holds up to 60 business cardina and is made of strong, darable steel.           Reg &&&B Save 3751 Novo Coly 5528           Choose Guertify: 1 - 55.24           1 - 55.24           B Add to my Order
David D Hovey 390 Los Padres Blvd. Santa Clara, CA 95050 Edit My Information	Send Stamp Save time with convestient, self existing stamps, Choose the purpose that best units your needs. Reg. \$1226 Save 25% Now drug 30.74 Choose Quantity: 1.90.74 w Select a Design Address w Bits to be	an or in the second se	Matching Basiness Card Magnets Transitions pror basiness card also a high second provide the second second second second second second second Second
	<ul> <li>Black Ink</li> <li>Blace Ink</li> <li>Red Ink</li> <li>Add to my Order</li> </ul>		

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



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



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

Home Specials Selec	a Country En Español Order Stat	us 7 Helo		Log Out	Ny Account New C
Business	Ring in the	New Year with Custom-Print	ed Calendar		
Free Products	My Shopping Cart				i.
Business Cards	My Products		Quantity	Price	Ready to Checkout?
Signage Business Essentials Advertising & Marketing	and the second s	Personal Business Cards with Customization Jane Dos	25 🔹	\$5.99	Take advantage of thes great savings before it too late.
Promotion and Events Services Internet Marketing	dacoverying provident	Uploaded logo/photo/design Blank Back Side Mate Finish		S4 99 INCLUCED INCLUCED	
Package Deals	Edt   Remove Edt Options			Subtotal \$10.95	
Holiday Cards Photo Gitts Calendars	Jane Doe 123 Anyplace Drive Anytown, CA 12345 Larger Preview Edit, Renove	Large Stamps Jane Doe Black Ins Large Housing - Black	1.	S17.05 S13.49 You Saved 25% INCLUDED	
-	Edit Options			Subtotal \$13.49	
Home & Family			Original Price	You Pay	
Holday		Product Total:	\$28.97	\$24.47	
Free Producta			Yo	u Saved \$4.50	
Invitations & Announcements Stationery & Home Office Calendars	One Month FREE on yellowbook.cr Want to advertise locally in VelowBook offer to have a VelowBook representa	, both online and in the phone book? Take this	Send mer Coupon	Price: FREE my FREE	
Gifta & Fun	Hurry! These offers won't last	forever. To ensure that you get these gr	eat discounts - 0	ORDER NOW!	
Services	(Continue Shopping)	Γ	Checkou	0	
Ideas for				00	
		Find out more about PayPal Express Check	Check out	avpal	

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

listan	rint Make an impre	101		NOW AVAILABLE : Make your own W
Islap	IIII Make an impre	ession.		
iome Specials	Select a Country En Español	Order Status 💡 Heip		Log Out   My Account   Ter
	Ring in the New	w Year with Custor	m-Printed Calendars - Now	50% OFF
TOP				
Order Chec				
(1) Select Option	s ## 😧 Shipping Address ## 👍	Billing Address IN ( ) Pe	iyment information 👀 🏠 Order Confer	nation
Shipping Addre	55			
and S				
Enter Shipping		da in Bold are required. Clab	Region is required only for US and Cana	Man addresses
	me or official two letter abbreviation).			
1. Choose a Deliv	rery Time"			
Slow: 21 Days - 5	167			
Standard: 14 Days	- 59.52			
Priority: 7 Days - 1	and a second			
Rush+: 3 Busines	s Deys - \$26.20			
First Name			Middle Initial:	
Last Name			1	
Company				
Street Address				
Bld./Act.			1	
City				
State-Region:				
ZIP Code/Postal Code	1			
Country:	United States of America			
Telephone			Extension:	
	Vue this address as my billing			
	address Enjoy special offers from Vistaprint			
	Provide the state of the sta			
	ips by e-mail it's absolutely FREE of cha	rbe,		
1				
	Ves, occasionally make my e-mail ad	toress available to other reputers I might find interaction	table organizations	
	Yes, occasionally make my e-mail ad whose special offers, products or servic	tdress available to other repu ces I might find interesting.	fable organizations	
	Ves, occasionally make my e-mail ad whose special offers, products or servic tinations worldwide. If your country is n	ces I night find interesting.	fable organizations	

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

ome Specials Select a Cou	Wy 🛛 Est Espuñol 👘 Groer Status 👎 🕐 Hel		Log Out Hy Account
A A	Ring in the New Year with Cust	om-Printed Calendars - N	ow 50% OFF
Order Checkout			
1 Select Options >> 2 S	luping Address >> (1) Billing Address >>	O Payment Information 13	Driver Confirmation
ayment Information			
Enter Payment Information	1 Using Our Secure Server		TOUTRE SAFE ON OUR SITE!
Please select a payment method and	til in the required information betrw.		55L encryption protects your credit of
Illing Address			
Sen Hovey   Discovery Toys, 590 Los	Pedres Blvd. Santa Clara, CA 95350. United States	of America   Eitt	
Select Payment Method		macrosect	
	Credit Card Number Expir	ration Date	
Pay by Credit Card			
Select Card Type			
Select Card Type			
Select Card Type	bon for faster and easier future purchases		
Select Card Type			
Select Card Type  VISA Seve my payment information	tion for faster and easier future purchases		

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.

listanrint.	Aake an impression.			
the second s				Hy Account
	wy En Español Order Status 💡 Helo		100 003	No Account
Order Checkout	opping Address II (1) Billing Address II (0) Paym	entieformation +> 4	Order Confirmation	
Payment Information		Licenser-up of 9		
Review & Submit Your Ord	ier			
Your order will not be processed until	you sick or one of the "accept" buttons below.			
Place Your Order				
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