



1000 State Street | Springfield, MA 01109 | 1.800.242.3142 | [www.aic.edu](http://www.aic.edu)

## To Order Business Cards

1. <https://aic.artcraft.ds.pressero.com/login>
2. Create a user name and password for future use
3. Place order, when prompted for a purchase order number; indicate first and last initial and date of order.
4. HR will receive the request, review for accuracy of information and approve order.
5. The business cards will be delivered to the mailroom for pick up.
6. The delivery of business cards may take up to two weeks.