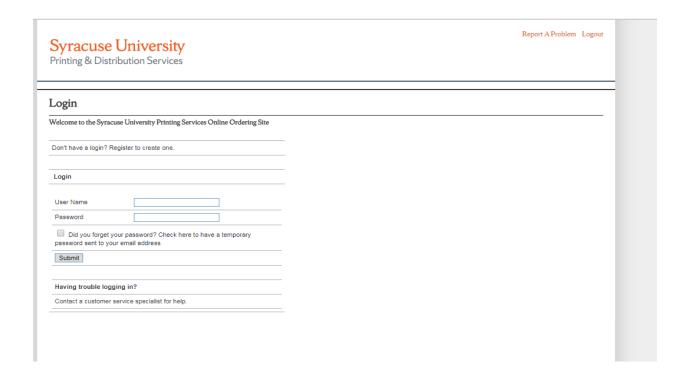
2023 Instructions

Student Business Card Website link:

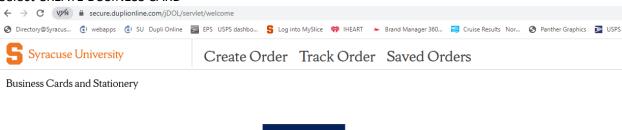
http://www.duplionline.com/syracusestudents

1. Self register on the site



Login	
Welcome to the Syracuse University Printing Services Online Ordering Site	
To create a user account, please fill in the appropriate fields below. If you already have a user account, please click here to login.	
* denotes required fields	
User Name*	
Email*	
(Note: Your will receive your temporary password via email. Once you've received the email, you will be able to log in and set your password.)	
Title	(Examples: Mr., Mrs., Dr., etc)
Last Name*	
First Name*	
Company	
Address 1*	
Address 2	
City*	
State/Province*	▼ (Note: only required for United States and Canada)
Zip*	
Country	UNITED STATES •
Tel*	
Fax	
School*	•
Graduation Year*	•
CHOMIT	

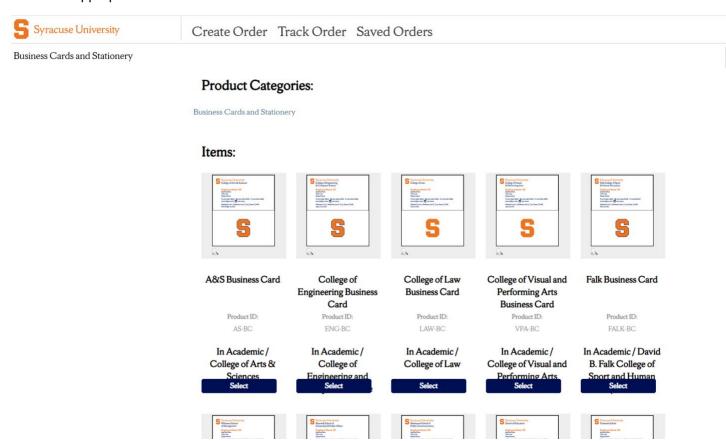
Select CREATE BUSINESS CARD



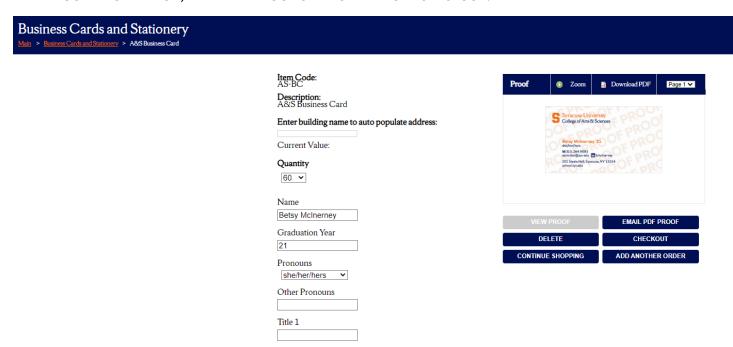




Select the appropriate School



ENTER YOUR INFORMATION, VIEW AND PROOF CARFEULLY BEFORE CHECKOUT!



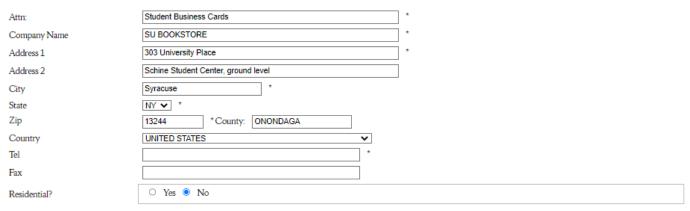
SHIPPING INFORMATION!!

To avoid shipping charges, all student cards will be delivered to:

Complete Shipping address as follows:

Shipping Address

All orders that ship to the default ship to address of the book store are freight included. If you need the cards shipped to a different address you will be charged freight and it will ship UPS ground. Student cards are available for pickup 6 business days from order date on the lower level of the Syracuse University Bookstore located in the Schine Student Center.



Provide Credit Card information on the next page and check out.

Please allow 5 working days for delivery of cards.

If you need assistance, please call Dupli, SU customer service,

Heather Perry (hperry@duplionline.com phone 315-234-7230 or

SU Purchasing contact Betsy McInerney (via email EAMCINER@SYR.EDU or 315-443-5926.