



GFWC Florida

GENERAL FEDERATION of WOMEN'S CLUBS
living the volunteer spirit



EXCITING NEWS!

We have a template for our own customized GFWC Florida business cards! Vistaprint is our platform for ordering business cards. They have a superb and knowledgeable customer service team who will assist us throughout this process.

We have six different templates to choose from – four for women’s clubs and two for Juniors. The business card templates are editable, allowing you to choose your own content while preserving the graphics and layout.

Below are examples of the templates. #1 and #3 are double-sided cards. #2 and #4 are one-sided cards.

1) Editable - NO TITLE – Double Sided- Business Cards- Standard Texturized Uncoated



2) Editable - NO TITLE - BLANK Backside- Business Cards- Standard Texturized Uncoated



3) Editable – YOUR TITLE INCLUDED – Double Sided- Business Cards- Standard Texturized Uncoated



4) Editable – YOUR TITLE INCLUDED – Blank Backside - Business Cards- Standard Texturized Uncoated



5) Editable - NO TITLE – Juniors Double Sided- Business Cards- Standard Texturized Uncoated



6) Editable – YOUR TITLE INCLUDED – Juniors Double Sided- Business Cards- Standard Texturized Uncoated

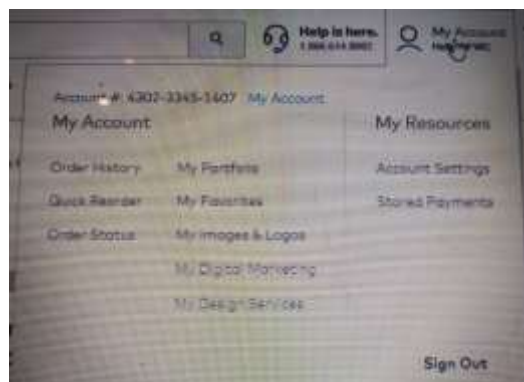


Thanks to Vistaprint's nonprofit program, GFWC Florida clubs will receive a 33% discount off the total cost of your business cards. The discount will be taken prior to adding shipping costs.

Our business card templates are housed within a master (parent) GFWC Florida VistaPrint account #**4302-3345-1407**.

How to Order Business Cards – please read through entire process before you begin!

1. Visit www.vistaprint.com and create your own personal (or club) account. Provide your email address, setup a password and receive a personal account number. You can use this account for a club or for individual members, but anyone using this account will have access to your payment information.
2. Next, call Vistaprint at 1-866-614-8002. You do not need to select any prompts but wait for a customer service representative to speak with you. Provide the master GFWC Florida account #4302-3345-1407 so the service representative can view our six templates. If asked, you are authorized to use this account number. If asked, the email on the account is communications@gfwcflorida.org.
3. Tell the service rep which template you wish to order. The service rep should save that template as your name or club name, and then TRANSFER that saved template to your personal (or club) account. You are not authorized to make any changes to the templates in the master GFWC Florida account. All edits must take place in your new personal (or club) account.
4. Once you have your template of choice moved over to your own personal (or club) account portfolio, don't hang up the phone until you can see the template in your account. You may need to refresh your screen, or exit and log back in to your account. You can confirm this by hovering over 'My account number' until you see the following screen as indicated below and then click on 'My portfolio'.



Once you have clicked on your portfolio, you will be able to click on your business card template.

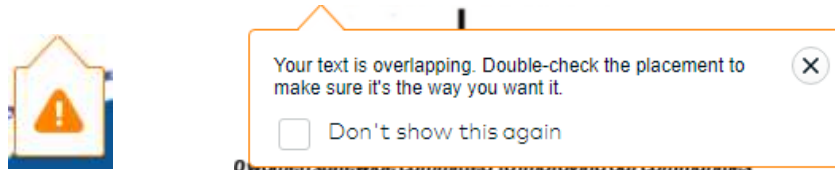


5. While on the phone, ask the service rep to ensure to ensure that the borders are meeting the safety line so the cut is correct on the cards you order.
6. Before ending your call with the service rep, request the GFWC nonprofit promotional code. You will need this number to receive the 33% discount when ordering your cards.
7. You are now ready to end the call and start to edit your template. Click on 'Edit'. You do not have the option of editing the back side of the business card. You only have the option of editing the front side of the business card with your personal information.
8. Click on 'Member Name' and you will see a dialog box appear above. This dialogue box gives you the option of changing your name to italicize, bolding the text, changing the font size, or even changing the color of your name from Black to Blue, or any other color you choose. You may choose to put a person's name or your club name on this line.
9. Click on other lines to customize or delete them. For example, if you decide that you don't want your Email, mobile phone number or any other contact information on your card, you will be able to click on that text box and then click on the 'trash can' which is to the left side of the word MORE as shown below and this text box will be deleted from your business card.
10. **NOTE: The 'Member Name', 'Title' and 'Club Name' text boxes can be centered on your business card by clicking on them and slightly dragging the text box to the left or right. There are blue dots which will assist you in centering your text.**

If you need help centering the text, call Customer Service and ask them to center what you've created, using a grid that is only available to them.



- Once you have finished your edits, click the Preview button directly below your template. Make any additional edits.
- When you are ready to proceed, click on the green 'NEXT' button. NOTE: If for some reason when reviewing your card and you see the following symbol, click on it and check the "don't show this again" box. The warning sign should then disappear.



- 'Save' your information. You can save multiple versions by clicking "save as" and giving it a new name.



- Once you advance to the next page, you will see the following prompt box:

Things to check for:

- Text size is legible and color stands out against background
- Nothing is overlapping or too close to the margins
- Information is accurate and spelled correctly
- Images are clear and don't appear blurry

I have reviewed and approve my design.

Next

Before you click on the box that you have reviewed and approved your design, note the things to check for in ensuring that your business card is correct, such as spelling and that everything appears to be aligned and the text appears as you would like it to look like.

The next page is where you will place your order. Once you have selected your quantity, click on the 'Approve & Add to Cart'.

Quantity	Price per piece	Price
<input type="radio"/> 100	\$0.23	\$23.00
<input checked="" type="radio"/> 250	\$0.13	\$34.00
RECOMMENDED:		
<input type="radio"/> 500	\$0.07	\$36.00
The most popular quantity among our business customers:		
<input type="radio"/> 1200	\$0.26	\$31.00
<input type="radio"/> 1800	\$0.04	\$68.00
<input type="radio"/> 2000	\$0.04	\$80.00
<input type="radio"/> 2800	\$0.04	\$94.00
<input type="radio"/> 5000	\$0.03	\$150.00
<input type="radio"/> 10000	\$0.03	\$300.00

Paper stock: Uncoated
 Paper weight: Standard
 Finish: Matte
 Name: Covers
 Standard
 Size: Standard (3.5" x 2")
 Orientation: Horizontal

Approve & Add to Cart

PRICES FOR BUSINESS CARDS					
ONE- SIDED BUSINESS CARDS			TWO-SIDED BUSINESS CARDS		
Quantity 100	Base Price	\$15.00	Quantity 100	Base Price	\$23.00
	Less 33% Discount	-\$4.95		Less 33% Discount	-\$7.59
	Your Total Cost	\$10.05		Your Total Cost	\$15.41
Quantity 250	Base Price	\$16.00	Quantity 250	Base Price	\$29.00
	Less 33% Discount	-\$5.28		Less 33% Discount	-\$9.57
	Your Total Cost	\$10.72		Your Total Cost	\$19.43
Quantity 500	Base Price	\$20.00	Quantity 500	Base Price	\$36.00
	Less 33% Discount	-\$6.60		Less 33% Discount	-\$11.88
	Your Total Cost	\$13.40		Your Total Cost	\$24.12
Quantity 1000	Base Price	\$33.00	Quantity 1000	Base Price	\$51.00
	Less 33% Discount	-\$10.89		Less 33% Discount	-\$16.83
	Your Total Cost	\$22.11		Your Total Cost	\$34.17

15. On the next page, you will see advertising in case you want to order additional items. You can ignore this section and click on 'Go to Cart'. Review and confirm the quantity, and enter the promotional code.

Business cards - standard textured uncoated
 1) Editable - NO TITLE
 Qty: [Remove](#)
 Base Price: \$29.00
 Item Total: **\$29.00**

Promotional Code
 [Apply](#)
 Only one promo code per order, please.
Promo code VPSRING20 has been applied:
 Enjoy up to 25% off select products plus free economy shipping on all Business Cards. Discount percentages may vary on options, upgrades, and accessories. [Details](#)

Product Total
\$29.00

After you have applied the promotional code, proceed and click on the green box 'checkout'.

16. Enter your shipping and billing address information and select your delivery speed. **Due to our Non-Profit Discount, if you select 'Economy' shipping, you will not be charged for shipping cost.**

Checkout **Shipping** Payment Review Order Complete

Shipping Address	Billing Address
GFWC Member 1000 GFWC Blvd Clearwater, FL 33763 United States of America 7275552222 GFWC Florida	GFWC Member 1000 GFWC Blvd Clearwater, FL 33763 United States of America 7275552222 GFWC Florida
Change	Change

Choose a delivery speed

[Shipping & Delivery Details](#)

Please Note:
Our Express 3-day shipping option is temporarily unavailable.

Standard: 4-6 Business Days \$8.99
Get it between April 10 and April 14.
[Get it even faster for only \\$2.00 more.](#)

Economy 8 Business Days \$6.99
Get it by April 16.

17. Enter your credit card information as required. NOTE: You will be able to check a box which says that you do not want to save your credit card information on this site, and it will be removed after your order has shipped. You also have an option to pay by check, however there is an additional fee for this.

18. Please contact VistaPrint if you have any questions regarding your shipments or if you have any difficulties throughout this process. Now that you have your own account on file, you can order GFWC business cards whenever you are in need!

Questions? Contact

Betsy Fisher, betsy8360@gmail.com
PR & Communications Committee 2020-2022

Laura Connelly, communications@gfwcflorida.org
PR & Communications Chair 2020-2022