

How to Order Business Cards for Step by Step Instructions

1. Prior to placing your department's first order (either on-line or via fax), please email the following information to_orders@RBCwholesale.com to allow them to create an account for your department in their billing system. <http://www.alohaprinting.com/contact-us/>

2.

Department: _____

Order(s): _____

Ship to Address _____

2. Aloha Enterprises, Inc. / Royal Business Cards representative will work with each department to tailor the program to each department's needs. Training will also be provided.
3. Complete attached order form (if you would like to fax your order) and send via fax @760-471-1018 attention George Burrola. (760) 471-1006
4. Once Aloha Enterprises, Inc. has received your information and your department has been set-up, they will send an email with additional information regarding their production, shipping and payment processes.
5. Do NOT submit your orders more than once (either on-line or fax); they will get produced as many times as you submit the order.

6. Pricing

Description	Qty	250	500	1000
Thermography Business card	Price	\$11.00	\$14.00	\$18.00

Note: Add shipping/handling cost of \$5.00 per set (Shipped within 3-5 business days) and tax of 7.25%. Overnight shipping is available for an additional charge.

7. Payment Terms: Net 30 days

For more information regarding ordering business cards, via fax or on-line, or if you have any other questions, please contact Curtis Heath, Buyer, at 654-2483 or via email at curtis.heath@ventura.org.