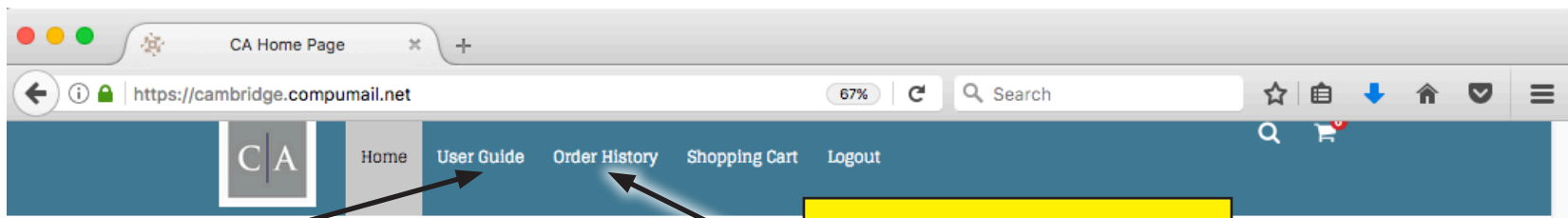




**CAMBRIDGE
ASSOCIATES**

Online Ordering User Guide

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For ordering assistance, you may access an online User Guide here or from the top navigation bar on any page of the ordering site .

To place a re-order click on **ORDER HISTORY**

Welcome to the CA Stationery Request Form
You can build, preview and place your own business card orders.

Please note the following:
Orders generally take ten to 15 days to be processed and delivered.
Rush orders are available, by request to your office's point of contact listed below.

CLICK HERE TO ACCESS USER GUIDE

[Start Here](#)

Click on **Start Here** to see all products.

Firmwide Business Card Guidelines

Titles

For Directors, Senior Directors and Managing Directors, titles will appear beneath names. A single-line title of 35 characters is preferred; a longer title of up to 50 characters will wrap to a second line.
(Generally practice area names and department do not follow titles [e.g., Senior Investment Director rather than Senior Investment Director, Pensions]. Management heads of practices or departments may wish to publish a descriptor with their titles [e.g., Managing Director, Head of Non-Profit Practice].)

For those who are not Directors, Senior Directors or Managing Directors, titles do not appear on cards unless the title seems a necessity in interactions with outsiders [e.g., Investment Recruiter].

Designations

Include designations at your discretion if they represent a relevant credential.

Phone Numbers

Include your direct dial number to convey that you welcome communication from clients, prospects and others. If you have concerns about sharing your direct dial number, you may publish a main number instead.

Include your mobile number if you wish.

Do not feel obligated to include a fax number.

GI Investment Directors, Senior Directors and Managing Directors should order cards with the new branding. All other employees should wait to order cards until their existing supply is exhausted.

Office Points of Contact

- Arlington - DC Production, x4455, DCProduction@cambridgeassociates.com
- Boston - Bridget Kelleher, x7183, bkelleher@cambridgeassociates.com
- Dallas - Nichole Rose, x2808, nrose@cambridgeassociates.com
- London - Nicole Cooper, x2340, ncooper@cambridgeassociates.com
- San Francisco/Menlo Park - Beth Fowler, x5293, bfowler@cambridgeassociates.com
- Sydney - Joycelyn Kang, x6516, jkang@cambridgeassociates.com

Categories / Products
 User Guide
 Products

Search Site

Profile
 Address book



All Products / Start Here



Cambridge Assoc. Business Card - Boston, MA



Cambridge Assoc. Business Card - Arlington, VA



Cambridge Assoc. Business Card - Dallas



Cambridge Assoc. Business Card - Menlo Park



Cambridge Assoc. Business Card - San Francisco



Cambridge Assoc. Business Card - London

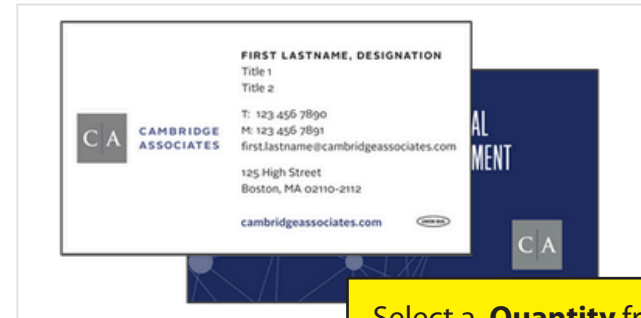


Cambridge Assoc. Business Card - Sydney

Click on a **Product**.
 You may need to scroll down to see all products.

Cambridge Assoc. Business Card - Boston, MA

[All Products](#) / [Start Here](#) / Cambridge Assoc. Business Card - Boston, MA



Select a **Quantity** from the dropdown.

Pricing Calculator

Quantity
250

Rush This Order?
No

Ship To
Select one

To place a RUSH order, Click the arrow and select **Yes**.
Do not combine RUSH items with Non-RUSH items on the same order. It could delay your rush order.

Select a **Ship To** location from the dropdown.

Click on **CUSTOMIZE ORDER**

Customize Order

NAME, TITLE(S)
- Only include your title if you are at the Director level or above.
- Single line title preferred (35 characters)
- For multi-line titles or for more information about titles, please contact [Asa Lipscomb](#).

Name *

Designations
Title 1
Title 2
PHONE, EMAIL
- Include the correct area code, exchange and your DIRECT EXTENSION.
- If you do not know your direct extension, please contact [Service Desk](#).

Phone

Mobile (optional)

Page Number: 1 **Preview Size:** Standard

PROOF
125 High Street
Boston, MA 02110-2112
CAMBRIDGE ASSOCIATES
cambridgeassociates.com

Update Preview required Yes, I approve this document.

To change the size of the preview select from the 'Preview Size' dropdown

Fill in the variable fields where applicable that you would like printed. Name and Email are required fields.
Then click **Update Preview**.
You may need to scroll down to see all fields.

All required items have been completed.

Title 2

PHONE, EMAIL
- Include the correct area code, exchange and your DIRECT EXTENSION.
- If you do not know your direct extension, please contact Service Desk.

Phone

Mobile (optional)

Email (@cambridgeassociates.com is static) *

UNION BUG
Please choose yes to adding a union bug if you are in the Pension Practice only.

Add a Union Bug this card?

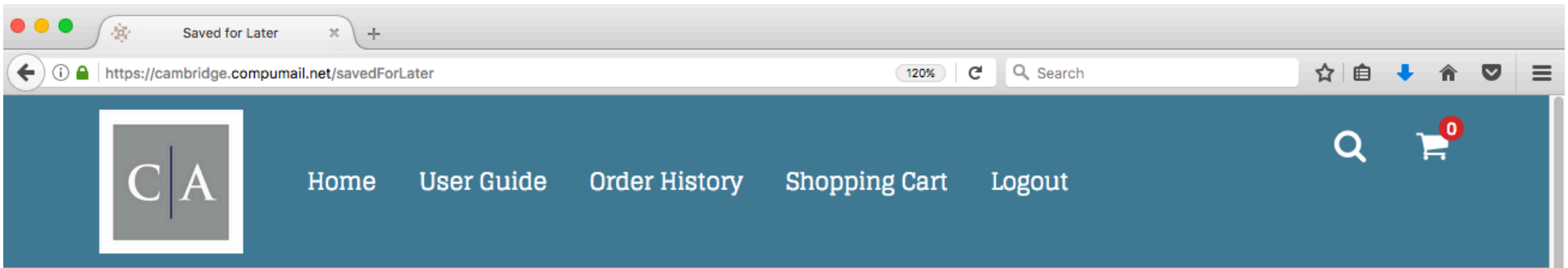
Page Number: Preview Size:

JOHN SAMPLE
President
T: 123 456 7890
john@cambridgeassociates.com
125 High Street
Boston, MA 02110-2112
cambridgeassociates.com

Check your visual proof carefully.
If you would like a pdf proof to print or email, click **Save for Later**. (See next page to view saved items and download pdf proof.)

When you are ready to approve your document, click **Yes, I approve this document**. Then click **Add to Cart**.

Yes, I approve this document.



Saved for Later



Cambridge Assoc. Business Card - Boston, MA

Item Name JOHN SAMPLE
Added on: 9/29/2017

Edit Options or Quantity

Continue Design

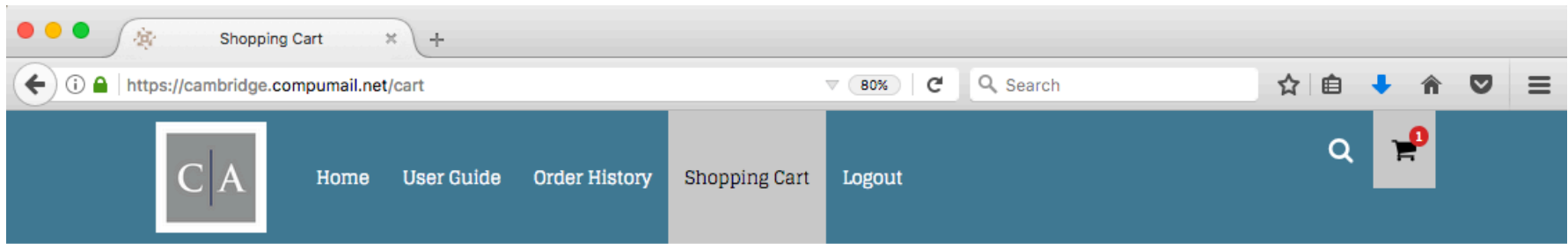
Download PDF

Remove

Click **CONTINUE DESIGN** to get back to where you can 'Add to Cart' and continue on page 9 - Shopping Cart.

Wait a moment for the button to change from 'Generate Proof' and click on **DOWNLOAD PDF**

Another window will open giving the choice to view or download a pdf proof. You may print or email this proof if you wish. After reviewing carefully, close the window.




Shopping Cart

1 Item Shipping To

DC Production
Arlington, VA-2500 Wilson Boulevard
2500 Wilson Boulevard
Suite 500
Arlington, VA 22201

Shipping options

UPS

 **Cambridge Assoc. Business** 250
Card - Boston, MA

[Duplicate](#) [Save for Later](#) [Edit](#) [Remove](#)

Job Item Name

JOHN SAMPLE

Ship To

DC Production, Arlington, VA-2500 Wilson Boulevard, 2500 Wilson Boulevard, S...

Details

Quantity = 250
Rush This Order? = No

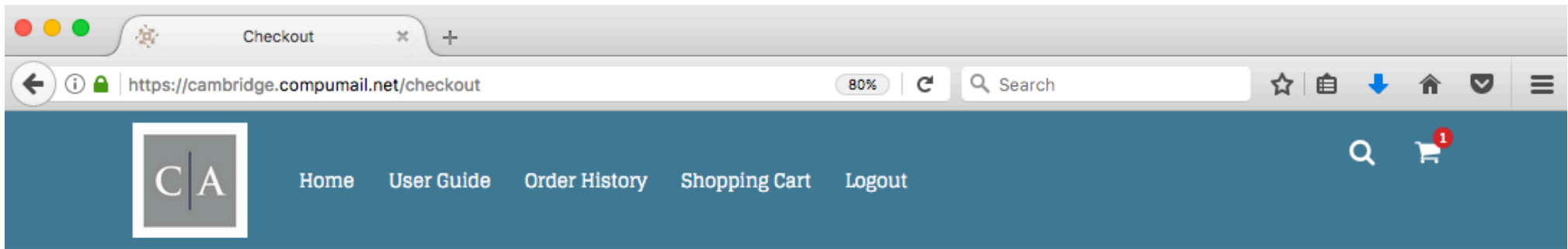
[Continue Shopping](#)

[Proceed to Checkout](#)

This is your **Shopping Cart**. To add another item click **CONTINUE SHOPPING**.

Do not combine RUSH items with Non-RUSH items on the same order. It could delay your RUSH ORDER.

When you have finished adding all the items you want in your shopping cart, review your order and click **PROCEED TO CHECKOUT** or **SAVE FOR LATER**.



Checkout

Review the 'Order Item Summary' and the 'Order Summary' and click **CHECK OUT**.

Payment Method

Check Out

ORDER SUMMARY

1 product shipping to 1 location

[Edit quantities or shipping options.](#)

Check Out



Order Item Summary

(1) Item Shipping To Arlington, VA-2500 Wilson Boulevard

Description	Quantity
Cambridge Assoc. Business Card - Boston, MA	250

Thank you for your order. A summary of your order is below. You may want to print this page for your records.

Order #1620

PO Number: n/a
 Order Date: 9/29/2017 9:07 AM

Bill To
 Beth Fowler
 Menlo Park, CA
 3000 Sand Hill Road
 Building 4, Suite 160
 Menlo Park, CA 94025

Ordered By
 Karna 3Test
 karna@compumail.net

Notes

[Print Summary](#)

Cambridge Assoc. Business Card - Boston, MA Needs Approval You cannot approve this item.

Details
 Quantity = 250
 Rush This Order? = No

Status
 9/29/2017 9:07 AM
 Order Received
 Karna 3Test <karna@compumail.net>

Shipping Method
 Name UPS
 Carrier NONE

Ship To
 DC Production
 Arlington, VA-2500 Wilson Boulevard
 2500 Wilson Boulevard
 Suite 500
 Arlington, VA 22201

Files
[proof_1620-1-JOHNSAMPLE.pdf](#)

Preview

Approved Text:
 Yes, I approve this document.

The 'Order Summary' appears when the order has been submitted.

When your order is submitted for approval, you will receive a 'New Order' email.

When your order is approved or denied, you will get an 'Order Approved' or 'Order Denied' email.

When it is shipped you will receive an 'Order Completed' email which includes a tracking number.

Click **Print Summary** to print the Order Summary

For a PDF of your order click on the proof link.