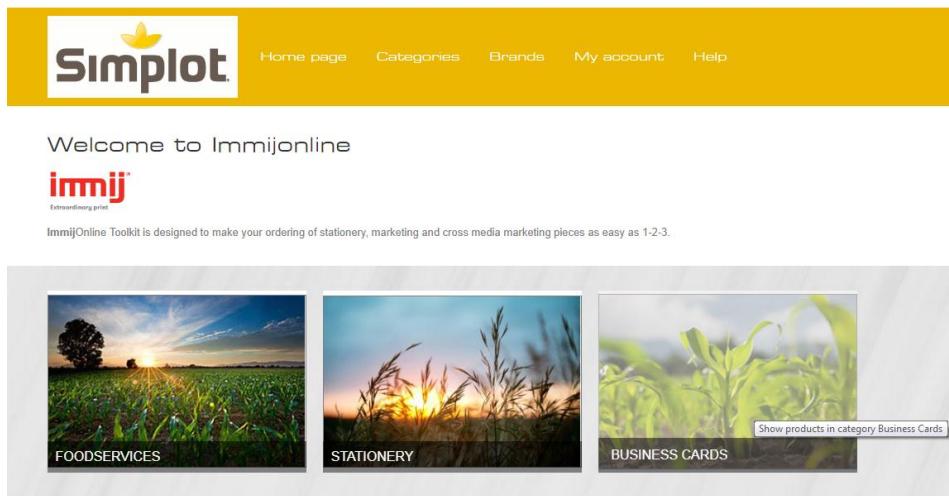


Immij Online business card ordering user manual

Please be advised that the website is suitable with the Google Chrome web browser

1. Simply sign into Immij Online using your supplied account details
2. Select the business card option



3. Select **Personalise** on the business card you require to add your details

Business Cards

Home / [Business Cards](#)

View as [list](#) [Display](#) 24 per page

Business Card
Code : SIM-BCSTAND [Personalise](#)

Business Card Foodservice
Code : SIM-BCFS [Personalise](#)

**For any business card queries, please contact Kate: kwilton@immij.com
or 03 9538 8818**

4. Fill in the required fields, then select **Next** to progress to the proof

Customize

Customize **Finalize**

Name

Title1

Title2

Title3 <None>

Telephone + 61

Fax + 61

Mobile + 61

Email * @simplot.com

Address Simplot Bathurst

[Refresh](#) [Preview](#)

◀ Back Next ▶

5. Select the **PROOF** button to preview the business card proof (another window will open which will allow you to enlarge the business card to check all details are accurate)

Finalize Your Order

Customize **Finalize**

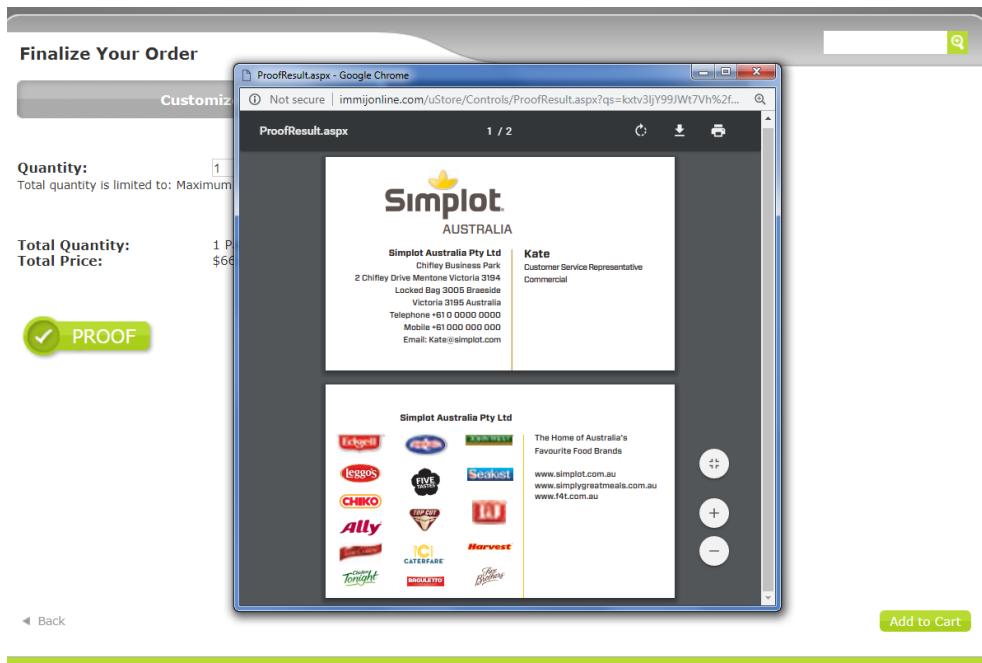
Quantity: 1 Packs (1 Pack = 250 Items)
Total quantity is limited to: Maximum 1000

Total Quantity: 1 Pack
Total Price: \$66.00 AUS

PROOF

◀ Back Add to Cart ▶

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6. If all details are correct, close the pop up window and select 'Add to Cart'
7. Repeat the above steps for multiple cards if necessary
8. Once all orders are placed, click into the shopping cart, enter the PO number then click 'Check Out' and add delivery details, click 'Continue' then 'Confirm' to submit the order

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