



## JD Student Business Cards

The Law School covers the cost of student business cards.

### How to Order:

- Go to Cornell Print Services: <http://digitalprintservices.cornell.edu/bcstudent.html> and click on “Place an Order.” You will need to set up your profile and create an account if you have not done so previously.
- Once you have entered the required information, click “Start a New Order.”
- Under Payment Options scroll down to “Law JD School Pre-Paid Student Cards,” then click “Continue to Select Items”
- Click the box with red text that says “Click Here to Order”
- Fill out the Mandatory Fields. The sample business card on the right side of the screen should display your information as it is entered.
  - In the “Name and Title” box enter: **Your first and last name** as you would like to be known to employers. Include a middle initial if you plan to use one professionally.
  - In the “Student Type or Major” field enter: **Candidate for J.D., Class of 20\_\_**. If you are receiving a dual or joint degree, you may indicate it in this field.
  - In the “Address Information” box enter: **Myron Taylor Hall, Ithaca, NY 14853**. If you plan to live at the same address during your entire time in Ithaca, you may use that address if you prefer. A reliable home address may also be used.
  - In the “Contact Information” box enter:
    - Cell: a reliable number you want employers to have, usually your cell number.
    - Phone: leave blank. Only fill in if you want to include a landline.
    - Fax: leave blank.
    - Email: We strongly recommend that you use your Cornell email address. If you choose to use another email, be sure it is professional and one you check regularly.
    - Website: You may use (i) personal/professional webpage information (such as LinkedIn) or (ii) [www.lawschool.cornell.edu](http://www.lawschool.cornell.edu).
- **Proofread your card thoroughly.** When you are satisfied that it is error-free, click “Checkout”
- You will be shown a Preview of your business card. Check the box at the top before

clicking “Accept Proof.”

- On the “Shipping” screen, enter your phone number in the “Phone” field.
- “Pick Up Location” should be Myron Taylor Hall, The Hub, G20C (Virginia Clarke’s office). Click “Billing Info.”
- On the following screen (“Billing”), it should say “Campus Delivery” as the Shipping method. Click “Review Order.”
- On the next screen you will be given an order summary. Double check that all information on your card is correct.
  - “Bill to” should be “Pre-paid by Law School”
  - “Ship to” should be **Campus Delivery, Law School Career Development Office, attn. Virginia Clarke**
- If everything is correct, click “Send Order.” You will then be given confirmation of your order.