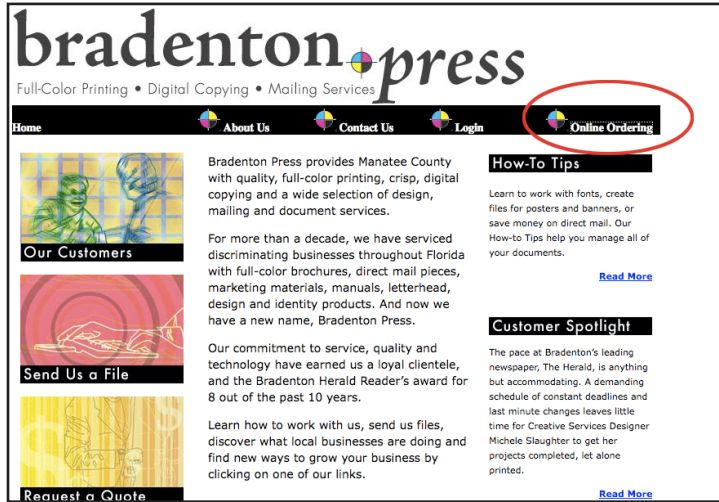




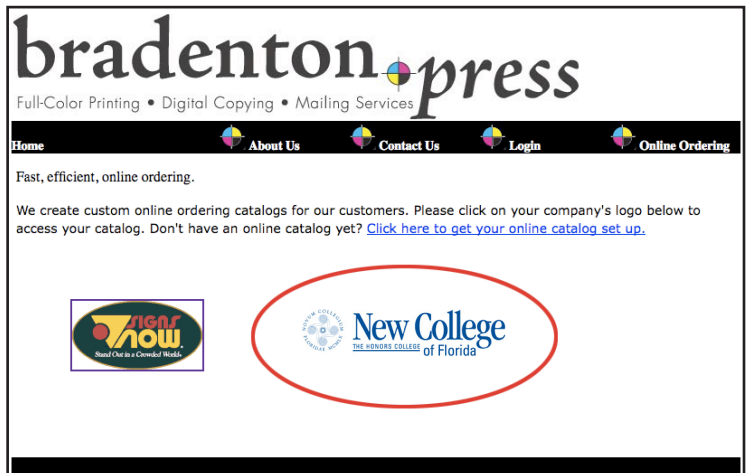
New College of Florida and Bradenton Press have teamed up to offer an Online Ordering system to help all New College departments when ordering stationery. If you have any questions after reviewing the guidelines below, please contact Bradenton Press at (941) 758-8878 or email us at graphics@bradentonpress.com. If you have questions about the stationery system, please contact the Office of Public Affairs at (941) 487-4153 or email publicaffairs@ncf.edu.



1. Ordering stationery is very straightforward; go to www.bradentonpress.com and click on Online Ordering.

2. This will take you to Bradenton Press' customer page; click the New College logo.

3. To make a new account, just fill in the information at the top. If you already have an account, fill in your User Name and Password.





4. Once logged in, you are at the New College landing page, where the individual departments are listed. You can go to your specific department by either clicking on the logo name of your department or by clicking on the name of your department from the list on the left. If your department is not listed, please call Bradenton Press at (941) 758-8878, and we will set it up for you.

5. At the stationery ordering page, you can order all your letterhead, business cards, etc. Please note: If any information for your department is shown incorrectly, please call us at (941) 758-8878 and we will make changes to your template.

The quantities and prices are available in a pull-down menu. And a cumulative total shows up for each item and for the total when you finalize the order.

Your department will be billed directly based on the contact information you supplied.

