

## Instructions for Ordering Student Business Cards From Dupli

- 1) Go to: [duplionline.com](http://duplionline.com)
- 2) In the top right corner click on “Log In”
- 3) Fill in:
  - a. Account Name: rutstu
  - b. User Name: rutstu
  - c. Password: rutstu
  - d. Click on “Sign In”
- 4) Under Home in the left corner click on “Business Cards”
- 5) Click on “Select”
- 6) Bloustein School students should use the Rutgers/Bloustein School logotype for their cards
- 7) Fill in all fields with the information you want on the card. The Bloustein School recommends the following format:

John Doe Williams  
Master of City and Regional Planning Candidate, 2016)  
*(Master of Public Policy Candidate, PhD Candidate, etc)*  
(If Applicable, Enter Your) Concentration

Rutgers, The State University of New Jersey  
33 Livingston Avenue  
New Brunswick, NJ 08901

p. 314.625.6510  
[JDWsampleemail@rutgers.edu](mailto:JDWsampleemail@rutgers.edu)
- 8) Proofread your card carefully (*you may not get a proof of your card once the order is placed*)
- 9) Go to “Check Out”
- 10) Fill in credit card information
- 11) Click on “Submit Order”
- 12) NOTE: If you click on “Save Order” your order will not be submitted to Dupli
- 13) Make sure you receive a confirmation order number