HOW TO ORDER DUKE LAW BUSINESS CARDS

1. **GO TO:** [eprint.universalprinting.com/DukeU](http://eprint.universalprinting.com/DukeU)

2. Click on “New User Registration”

3. Fill in your information and click “submit”

4. Once registered, you will receive a **confirmation email**. Click on the embedded link to verify your account.

5. You will be directed to another window, with the following message:

6. **Enter your Duke email and password**

7. On the next page, click on the drop down button and select “**Duke Law School**” then click the **search** button.

8. Select “**Duke Law Students Business Card**”

9. Fill in the blanks:
   - **CLASS OF:** The year you will graduate
   - **DEGREE:** MASTER OF LAWS (LL.M.)
   - **ADDRESS:** Use Durham home address

10. Click the **“View proof”** button

11. Click the **“Accept proof”** button

12. **Verify your order and go through the “Checkout” process**

You are done!
You will receive a confirmation email
Standard delivery is 7-9 days
For **Rush orders** Please contact Donna Gerepka (dgerepksa@universalprinting.com) with Universal Printing at (919) 361-5809 x121