Business Card Ordering Process

VENDOR NAME: MinuteMan Press

1. Complete a business card order form located on the Contract and Procurement webpage at: https://web.roguecc.edu/staff-resources
2. Create a purchase order for the cards being ordered. If needing multiple orders, complete a separate order form and Purchase Order for each person needing cards.
3. Attach the fillable form to the quote box of the purchase order or email to the Contract and Procurement office with the purchase order number at purchasingRCC@roguecc.edu
4. Once the purchase order is approved, the order will be submitted to the vendor along with the order form.
5. The vendor will create a proof of the card. The proof will be emailed by the Contract and Procurement office to the department for review and approval.
6. The order will be released for processing once the proof has been approved.

ORDER PROCESSING: Orders are expected to be processed once approve in 10-14 days.

DELIVERY: Orders will be delivered directly to the College by the vendor. Departments should not pickup orders from the vendor directly.