

## BUSINESS CARDS

Business cards are provided to you free of any cost. Here is the company's standard order per quarter:

- Quantity: 250 cards (per quarter)
- Cardstock: defaulted stock with matte coating
- Shipping: defaulted (free) shipping
- Shipping Address: Your local office or your personal address (please specify when ordering)
- Turnaround: approx. 1 week

If you would like to request something other than the standard listed above, you must send an email to [marketing@highgarden.com](mailto:marketing@highgarden.com) either before or as soon as you submit your order so that the person processing the order on our end can respond to your special requests.

How to order for the first time:

1. In the IMS, go to tools> **Marketing/ Business Center**
2. Click **SIGN UP** and create a login and password for your account.
3. Once your account has been created, you can select the **Business Cards** from the Homepage
4. Click **VIEW ALL** to view the various card design options
5. Select the card design you would like to order, please note deluxe cards are an additional cost and you would be responsible for covering the difference in cost.
6. Each template has a variety of different options for the back of the card, click on the option you would like to use and select **NEXT**
7. Select a name for your order to remember this order by
8. Enter the text to be included on the business card order under **SPECIFICATIONS**
9. Please note, templates will automatically enter your selected office address.
10. For template that require a photo, you will be able to upload and select the photo you would like to use for your cards.
11. Once you have entered all the information you would like to be included on the card select **NEXT** at the bottom of the page.
12. The next page will allow you to review the proof of your business card order, once satisfied with your proof, select the box under Customer Agreement and select **NEXT**.
13. Select **250** under Order Quantity.
14. Matte coating is a feature that will automatically covered for your card order and will give your cards a smooth, satin finish with no glare. This option will be automatically selected under Enhanced Coating Options and requires no payment. If you would prefer your cards not have this finish you can choose **None**.
15. Select **NEXT**.
16. Select an appropriate shipping address, you can choose to have your cards shipped to your office or specify to ship to another address.
17. Select the FREE shipping option. Any other shipping option will require your payment to cover the difference in shipping cost.
18. Select **NEXT**.
19. Select the **Company Paid Business Card Account** option under billing.

20. Enter any notes you have for the Highgarden marketing team regarding your order under Billing comments or enter n/a
21. Select **SUBMIT FOR APPROVAL** at the bottom of the page. You will receive an email once your card design has been approved with an expected date of arrival.
22. Please note, you will be requested to enter credit card information to cover any overage charges. (i.e. ordering of deluxe cards, expedited shipping, ordering more than 250 cards)

Note on professional photos: Agent photos used on marketing materials and business cards are expected to be recent, professional looking photos. Agents should be dressed professionally, without loud prints/colors/backgrounds.

To re-order a previously submitted business card order with no changes, email [marketing@highgarden.com](mailto:marketing@highgarden.com) If you need to make changes to your last design, please submit a new order.