



Law Students,

The official business card vendor for Pritzker School of Law is Allegra Marketing Print and Signs. Allegra has developed an online ordering system that will allow you to create your own card. Cards cost \$42.50 for 250 and \$52.50 for 500.

To order your new Law Business Cards, follow the directions below.

Go to <https://northwestern.allegraevanston.com/account>

Enter your NU user name and password.

From there you just follow the prompts to place an order.

When creating a new account, select your group from the Site Group drop down (see image >>).

- 1) If you are experiencing problems placing your order, please read the directions on this flyer carefully (*especially the notes section at the bottom*), or try using the Reset Password button on the login page. If you still need help, call our office at 847/864-9797.
- 2) In payment processing, dashes are not required for CC payments
- 3) Please print the confirmation page at the end of order processing and only submit order once. Delays may occur to heavy traffic.
- 4) If you have special requirements, please indicate those in the NOTES section at the bottom of the page that you create your card
- 5) The most common mistake in placing an order is omitting emails and spelling. Please proof cards carefully as we use the proofs you create in producing the cards. **If you have any questions, please contact us at kkurz@allegranet.com.**

Final Proofs are the responsibility of you the student. You will not receive an additional proof once you submit your order.

Notes: 1) If you have problems viewing your proof try turning off pop up blockers. 2) Please print confirmation of your order. 3) If you've ever placed an order before, use a different email when creating a new account. 4) You may encounter a certificate error when using the secure URL <https://order.allegranet.com>. Please be assured that the encryption level is 100% functional and you information is being transmitted securely.