Cornell University Community,

Eagle Envelope has had a long working relationship as an E-Shop preferred vendor for stationery products. This brochure is designed to walk you through the online ordering process.

Some benefits include:

- Creating, proofing and ordering of stationery items through E-Shop
- cost savings based on contract
- dedicated customer service
- compliance with university visual identity system

Cornell stationery products offered in E-Shop:

- Business Cards
- Letterhead
- Envelopes
- Note Pads

For items not found on the site please feel free to contact me (or the office) directly for a special quote.

Dave Martin
President
Eagle Envelope

Eagle Envelope direct contacts:

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The following steps outline the process for ordering stationery.

1. Once in E-Shop select the link for Eagle Envelope Company
2. To start the ordering process click create order
3. Under our logo there is a pull down menu. Select the item you would like to order.

4. Select the appropriate style.
5. Select the quantity.

These are the prices based on the quantity and the type of stock you select.

6. Fill in the appropriate fields for your item. You will see that there are * marks indicating that these fields are required and may not be skipped.
7. Once you have completed entering your information and selected your card stock click on the “View Proof” button. Your proof will appear on the right side of the screen. If edits are necessary, make changes to the imprint fields and click the “View Proof” button again to see your revisions.

8. Once the proof is EXACTLY the way you want it to print, click “Add to Shopping Cart”
9. Your item will then be listed in the next screen. You can either “Continue Shopping” if you need
additional items or “Continue to Checkout”.

For items not found on the site please contact Eagle at 607.387.3195 for pricing.