



Quick Reference Guide

Ordering your custom print items on Staples Business Advantage



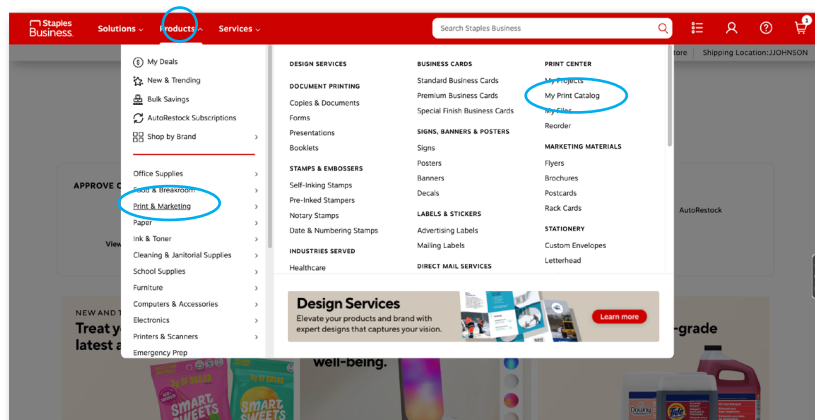
West Virginia University

 **Staples** Business.

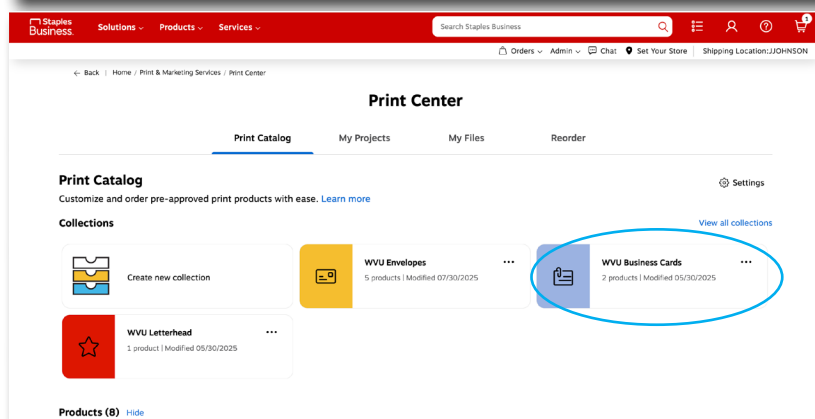
Getting Started

West Virginia University has partnered with Staples Business to create a seamless process for ordering all of your print needs. The below process explains how to order your custom print items.

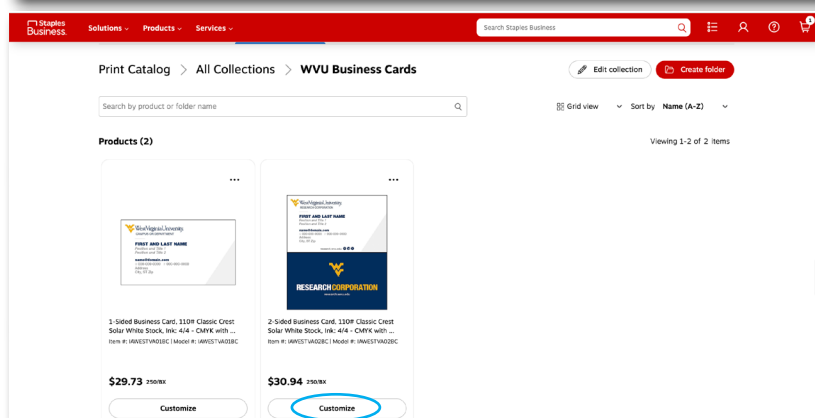
1. After logging into StaplesAdvantage.com, navigate to the products tab in the upper left hand corner.
2. Hover over Print & Marketing
3. Select Print Catalog



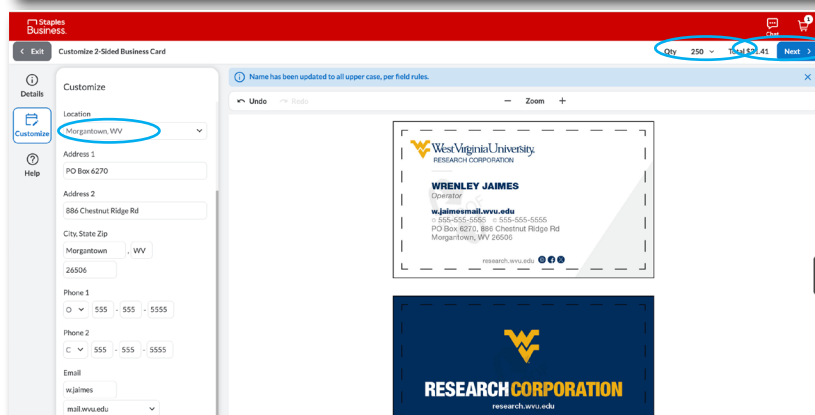
2. Select your collection (i.e. WVU Business Cards)



3. After arriving to your list, select your item by clicking Customize
- *Note that for items that do not require customization, click Add to Cart - see next page for more details



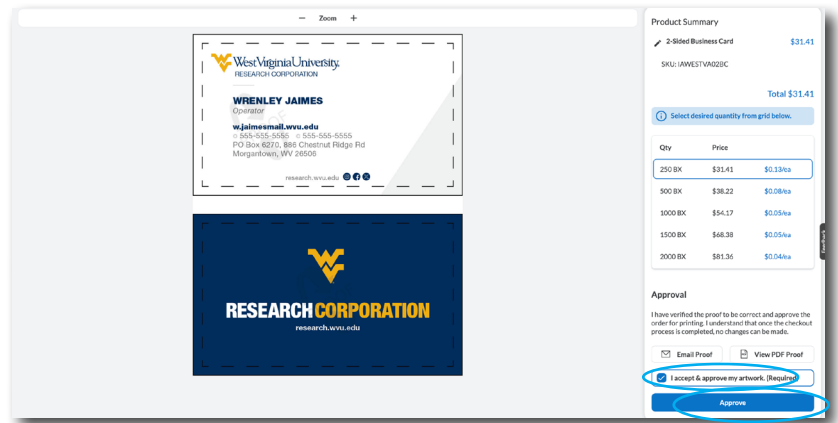
4. Input your variable information
5. Select your quantity
6. Click next



7. Verify your proof

*Options to email or download a PDF proof available

8. Click Approve to add to cart





Watch your custom walkthrough video -





WVU print solutions available for ordering:

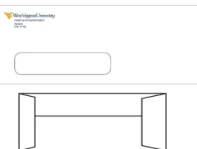
Collections (4)

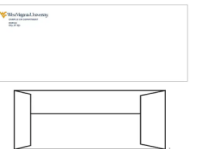
**WVU Folders** ...
1 product | Modified 09/02/2025


**WVU Envelopes** ...
5 products | Modified 07/30/2025


**WVU Business Cards** ...
2 products | Modified 05/30/2025


**WVU Letterhead** ...
1 product | Modified 05/30/2025


**#10 Open End Center Seam Envelope with Traditional Window, 28# White Wove ...**
Item #: IAWESTVA0110W | Model #: IAWESTVA0110W


**#10 Open End Center Seam Envelope, 28# White Wove Stock, Ink 2/O (PMS 12...**
Item #: IAWESTVA0110E | Model #: IAWESTVA0110E


**#10 Regular Contemporary Envelope, Open Top Flap, Side Seams**
Item #: IAWESTVA0210E | Model #: IAWESTVA0210E


**#10 Window Contemporary Envelope, Open Top Flap, Side Seams**
Item #: IAWESTVA IAWESTVA0210W

**1-Sided Business Card, 110# Classic Crest Solar White Stock, Ink: 4/4 - CMYK with ...**
Item #: IAWESTVA01BC | Model #: IAWESTVA01BC

**10 x 13 Catalog Envelope, 28# White Wove Stock, Ink 2/O (PMS 124 & 195) - ...**
Item #: IAWESTVA0113C | Model #: IAWESTVA0113C

**2-Sided Business Card, 110# Classic Crest Solar White Stock, Ink: 4/4 - CMYK with ...**
Item #: IAWESTVA02BC | Model #: IAWESTVA02BC

**8.5 x 11 Letterhead, 70# High White Stock, Ink: 4/O - CMYK with Bleeds**
Item #: IAWESTVA01LH | Model #: IAWESTVA01LH

**West Virginia University, Pocket Folders**
Item #: IAWESTVA01FLD | Model #: IAWESTVA01FLD