

## VCE Business Card ordering - UPDATED 9/20/07

**Business cards CANNOT be ordered through the VCE Punchout Catalog in eVA**

Though orders appear to work they are actually failing on the VCE side.

To order with a small purchase charge card, go to this website:

[www.vcedigitalworks.com](http://www.vcedigitalworks.com)

Once there, follow these directions:

- Scroll to the bottom of the page and click in the VCE logo on the right.
- Choose the icon at the top of the page "Business Cards On-line Ordering". Key in your email address and password for the business card site. Select card templates and then proceed with ordering the cards you need.
- If you have not registered on this site before, select New User and register.
- Orders for Business Cards must be charged to a P-card.
- Be sure to include in the notes the Order Number issued at the end of the transaction from the Business Card Site and include the name(s) that are being printed on the card(s).

If you have questions or need assistance, please contact VCE Customer Service at: [vcecustsrvc@vadoc.virginia.gov](mailto:vcecustsrvc@vadoc.virginia.gov); (804)598-4251 Extension 4415 or (804)743-4150 or (804)743-4105