



BUSINESS CARD SERVICE INC.

Custom BCSI-hosted Web Stores

BCSI offers several options to help simplify and automate print-on-demand needs, including integration with your software platform and also our online self-service solution, <https://shop.printforce.com>. Another solution offered by BCSI is custom web stores hosted by BCSI. These basic stores allow end users to enter their unique order details, view on-screen proofs, and submit orders into production using custom templates created from the client's PDF artwork. Our custom web stores eliminate typesetting costs and order handling!

Customization & Benefits

- Zero setup cost or hosting fees (exceptions *may* apply*).
- Branding of the web site header, including customer and distributor logo.
- Template setup for any [product](#) that BCSI produces.
- On-screen proofing of dynamic template based upon personalized data input by the user.
- Distributor sell pricing can be displayed, if desired, in the quantity drop down menu.
- Automation of variable QR code creation available within templates.
- Custom programming available (fees will be quoted based upon scope).
- Weekly summary invoice and excel report with order details and any billing reference codes.
- Admin login for full visibility of orders processed by individual users.
- Order tracking and email confirmations.
- Order history with editable reordering.
- Manager approval process available.
- Consistent adherence to brand standards.
- Product catalog filtering (by product or division) and dropdown menus included.
- Registration process: Link will be provided to self-registration page or users can be preloaded.
- Single sign-on registration is available with setup cost, based upon the scope.

Demo Site

<https://store.stationeryorders.com/> username: demouserbsp password: 1demo2

Set-up Requirements

Provide any unique requirements up-front, including details about individual templates such as field prompts, drop down data, billing reference fields, logos for web site header, sell pricing, etc. This detail can be provided in any format to your BCSI Account Manager.

PRINT-READY PDF for Template Set-up:

- Document size must be correct (cut size plus 9 pt bleed on all sides).
- Fonts for any variable data must be intact in the file (not outlined).
- Fonts may need to be provided.
- Spot colors must be saved as Pantone C or Pantone U color.
- Color mode should be CMYK.
- Vector graphics should be used whenever possible.
- Images should be embedded and minimum 300 dpi maximum 600 dpi.
- For variable logos, a print-ready file includes all of the above with each version of the logo in proper size and position for each product.

*The above print-ready requirements are for template-prep only. If you will be uploading print-ready pdfs for orders, please ask for those requirements.

**File type must be a PDF to ensure integrity of intent and to expedite prep process. Native files such as InDesign or Photoshop may be helpful in conjunction with pdfs, however these files without print-ready pdfs risk inadvertent modifications to the original intent since they must be opened in editing programs.

Exceptions*

- Print-ready PDF art that meets the above guideline required. Prepress costs may be incurred if PDF art is not supplied.
- Setup costs *'may'* apply for accounts that require greater than 25 personalized templates or 40 static templates or artwork (i.e. variable logos, static images). Costs for additional needs will be reviewed and quoted up-front.
- Special programming for punchouts or other unique processes may incur fees.
- BCSI reserves the right to charge setup costs, as determined based on maintenance and order volume, or lack thereof.
- Programming fee for variable vCard QR codes (\$75 per template)

Cost for additional setups beyond initial free templates may be applicable:

\$50 – Template setup

\$25 – Copy of Existing Template (same product, similar layout)

\$10-25 - Variable BC Back Set-up

\$10 – Per Variable Logo

\$10-25 - Art or style changes

\$5 Per Lot - Manual Order

Business Cards

Letterhead

Envelopes

Flyers/Brochures

Note Pads

Menus

Placemats

Mailing Labels

Magnetic Cards

Note/Greeting Cards

Rack Cards

Sell Sheets

Post Cards

Door Hangers

Table Tents

Booklets