

INSTRUCTIONS FOR ORDERING BUSINESS CARDS FROM PERSONAL MARKETING

First go to: www.tpmco.com and click on “Log in.” If you do not have an account, you can select “Sign up” and fill in all your information.

Use your email address as your login name.

Login password: is either the last 4 digits of the credit card we have on file or the first 4 digits of your office zip code.
(you may change this once you log in when you edit your personal information)

Specifically, for the business cards, log in and select “my Account” (at the top of the screen)

[Please go over your personal information and check to make sure it is filled in correctly]

Once you have submitted your personal information, click on “business cards” in the white bar between the blue and white at the top of the page. Select “Full Color Business Cards.”

This will take you to categories of business cards. Choose the type you like then chose the style you like.

If you would like a two sided card, select the bullet that indicates two sides. You can either choose from one of our backs or select create your own design.

When you select your own design, choose a design that has been saved to your account. I have it set up where the company back design should pull into your account for you, so just give it a minute to load up then select the picture you would like to put on the backside.

Next you can customize a business card so it is tailored just the way you like it. Go through the mailing options then pop in your method of payment and your card will be printed that day and sent out as soon as possible.

If you have questions feel free to call between 8:00 and 5:00 CST.

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