

How to create and order table tents

- Logon to the Digital Storefront at nau.edu/order and click on Categories to view products.

Home Administration English (United States) Help

NAU NORTHERN ARIZONA UNIVERSITY Printing Services

All Search Product

Categories

The Storefront has had a facelift! Same great website, with more streamlined and easy to use features.

If you're having issues interacting with this website, please use the [Custom Estimate Request Form](#).

Featured Categories

- Printing Services Cal...
- Business Cards
- Name Tag
- Letterhead

- Click on Table Tents

Categories

Athletics	Certificates	FUSD Forms	Name Tag	Printing Services Calendar
Banners, Banner Stands, Displa...	Course Packs and Class Manu...	FUSD Stationery	New Product Testing	Stickers and Adhesives
Basic Copy	Custom Boxes	FUSD Stickers and Magnets	Notecards	Table Tents
Booklets	Envelopes	KNAU	Notepads	Table Throws
Brochures	Flyers	Labels	Postcards, Handout Cards, Rac...	Undergraduate Symposium Po...
Business Cards	Folders	Letterhead	Posters and Signs	University Transit Services
Campus Dining	Forms	Magnets	Presentation Packets	

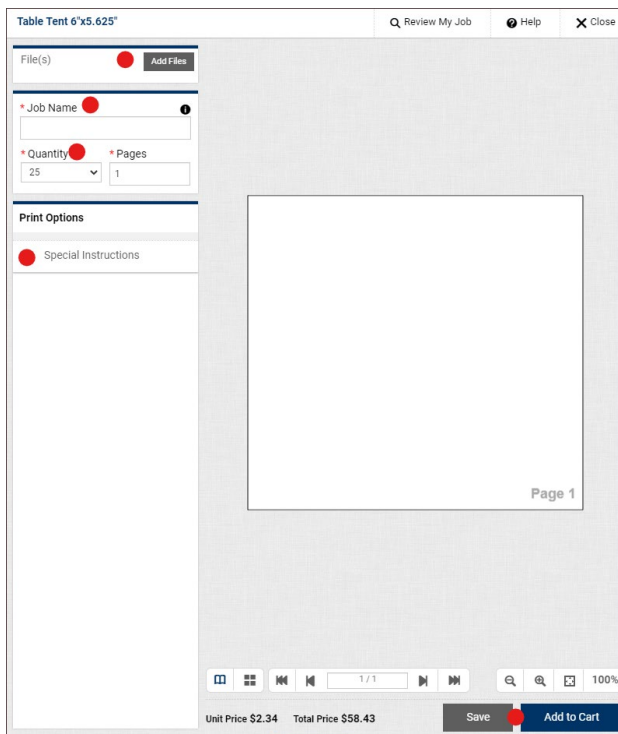
- Click on Table Tent image. Note file dimensions. Do not add bleeds.



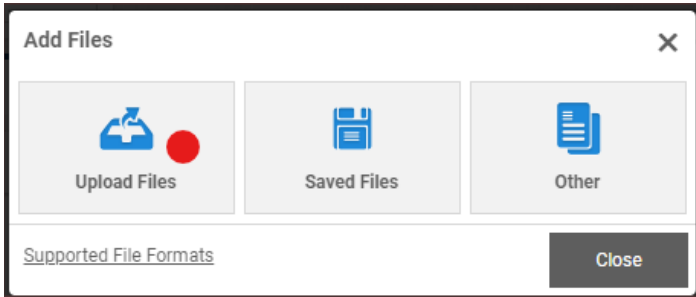
- Click Review button.



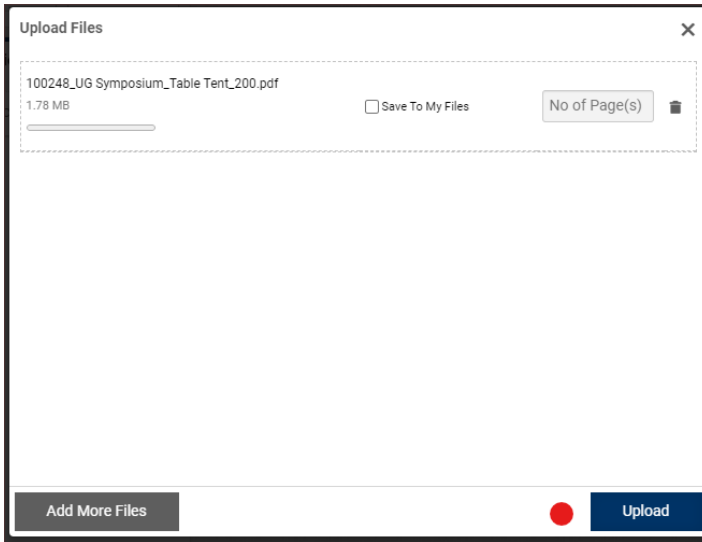
- Upload files, add job name, enter quantity, and Add to Cart.
 - To upload file, click on Add Files on top left of preview screen.



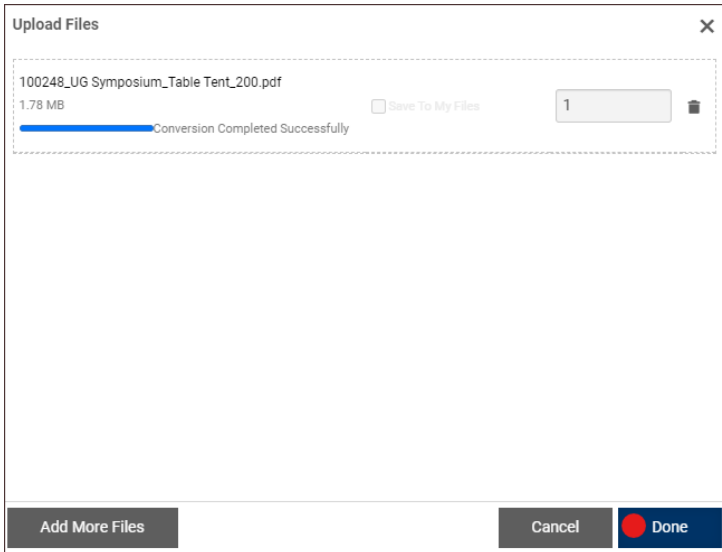
- **Click on Upload Files**



- **Click Upload button on bottom right.**



- **Click Done when upload completes.**



○ **View image and Add to Cart.**

Table Tent 6"x5.625"

File(s) Add Files

100248_UG Symposi...

* Job Name
table tents

* Quantity 25 * Pages 1

Print Options

Special Instructions

Unit Price \$2.34 Total Price \$58.43

Save Add to Cart

- **Table tents are delivered creased and ready to fold. The same image will display on front and back.**
- **Note in the Special Instructions box if using different images on front and back. Send second file to Printing.Services@nau.edu. Click OK.**

Special Instructions

Using different images on front and back. Second image sent in email.

Cancel OK

- **Add to cart and follow prompts to complete order.**