

Card Order Instructions

November 5, 2024

Fill out the card order form using these guidelines and send the completed form to: Lindsay Mann (limann@iu.edu), Kaitlyn Walsh (ktwalsh@iu.edu), and Keier Danté (kdante@iu.edu).

Note that if you are not an approved contact, your order might be delayed until we get permission from an approved contact at your organization

Client Details

Field	Description
Organization Name	Your organization's name.
Order Requested By	Your name. This information isn't included on the shipping label.
Date	The current date.
IU Account Number	The IU account number to be charged for the card order. Does not apply to ECRO or Regenstrief Institute.

Non-Personalized Order Details

Field	Description
IS Program Name	This is for office use only; don't enter information here.
IS Program Number	This is for office use only; don't enter information here.
Number of Cards	How many cards you want to order. There's a minimum of 100 cards per order.

Non-Personalized Order Address Details

Effective 12/15/2021, we no longer offer shipping to residential addresses.

Field	Description
Address Line 1	The shipping address. There's a maximum character limit of 50 (including spaces).
Address Line 2	An additional address line. Use this line to include a recipient's name if you want one to appear on the shipping label. There's a maximum character limit of 50 (including spaces).
City	The city value is limited to 25 characters (including spaces).
State	The state postal code abbreviation (for example, WI). There's a maximum character limit of 15 for this field.
ZIP	The 5-digit zip code. There's a maximum character limit of 10 for this field.
Country	The country name or two-letter country code.
Telephone Number	No requirements.

Shipment Details

Select your shipment method for **Domestic Ship Type**. See below for shipping timelines.

Service	Timeline
UPS Next Day Air Saver (delivery by 3:30 pm)	1 Business Day
UPS Next Day Air (delivery by 10:30 am)	1 Business Day
UPS Next Day Early AM Air 8:30 am (Mandatory signature required)	1 Business Day
UPS Next Day Air - Saturday Delivery	1 Business Day
UPS Second Business Day	2 Business Days
UPS Ground	5 Business Days

Order processing takes 3-5 business days. When your order is shipped, Product Support will provide you with a tracking number via Zendesk ticket. Contact UPS with specific shipping/pricing questions.



PREPAID CARD ORDER FORM

PAYMENTS - PREPAID CARD ORDER FORM

PLEASE NOTE: Failure to complete the form correctly may result in your order being delayed.

Client Details:

Organization Name:	
Order Requested By:	
Department:	
IU Account Number: (Does not apply to ECRO or RI)	
Date:	

Order Details:

IS Program Name:	
IS Program Number:	
Number of Cards: *	
Generic Name: **	Valued Cardholder

* Minimum order quantity of 100

** The generic cardholder name that will be printed on the cards.

Order Address Details:

Address Line 1:	
Address Line 2 or Attn To:	
City:	
State:	
ZIP:	
Country:	
Telephone Number:	

Shipment Details:

If no Ship Type is chosen, Domestic UPS Ground will be chosen by default. Should you need to change the Ship Type after the order is placed, please note that your original order will be pulled and expedited. In general, an additional charge is incurred for any expedited services. **Please select only one ship type.**

Domestic Ship Type:	
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For use by Advarra staff only

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Signature

Name:	
Title:	