You can browse and create your proofs all within the Office Depot Punch-out, then checkout to Gateway. For screenshots and instructions see below:

1) The Office Depot Punch-out tile is in the Office Supplies, Print and Furniture Category.
2) Click on the Office Depot tile and the Office Depot Punch-out will open.

3) Access to business cards and envelopes is located in the middle of the screen (scroll down):

Welcome UCSB!
To Begin Ordering Business Cards/Envelopes Click Here
To view your Ergo shopping lists click here
To view your Sustainable item shopping lists click here
Click here for Business Card Ordering Training Guide

UC Santa Barbara account number 15754762.
Questions about orders. Please call Office Depot National accounts phone # 888-777-4044. Provide account number and PO number of the order.
Thank you
4) We have six business card templates and one for envelopes. Click on a template layout.

5) In each template, two stock weights and various color options are available for further selection.

6) Click details to see pricing for multiple boxes.

7) Click create on the option of your choice to begin creating your card.

Modern 2 Business Card Templates

- UC SANTA BARBARA
  14 Pt. Coated Stock - Aqua (Mod 2) - BC87
  Details
  1 box (500 per box)
  Create

- UC SANTA BARBARA
  16 Pt. Coated Heavy Weight Stock - Aqua (Mod 2) - BC88
  Details
  1 box (500 per box)
  Create

- UC SANTA BARBARA
  14 Pt. Coated Stock - Gold (Mod 2) - BC89
  Details
  1 box (500 per box)
  Create
8) As you enter your information, tab or click on the next field and the product preview (proof) appears at the right.

9) You can zoom for a closer look and optionally email a preview of the card or envelope if you choose.

Example:
10) Click “Add To Cart” to view the item in your cart.

Shopping Cart

11) Click “checkout” here to transfer the cart back to Gateway where you can finalize or assign your cart: