

Contact Customer Service

Welcome to the Chick-fil-A Business Card and Stationery Ordering System.

For Support Center Staff Ordering Process Instructions Click here

Chick-fil-A, Inc.'s new stationery partner is now BCSI. Please note that order notifications and receipts will now come from BCSI/Printforce domains.

- · Restaurants can continue to order through the current website.
- After customizing your items and checking out, you will receive an email confirmation which includes a tracking number.
- Orders process daily and cannot be cancelled after 12pm CT every weekday.

Changes to the existing templates will be an additional charge starting at \$25.



The products offered on this web site (previously provided by Telepress) are now being provided by BCSI in Minnesota. BCSI has been a business card and stationery provider to fortune 500 companies since 1954. We appreciate your business and support.

Any questions regarding orders should be directed to BCSI Customer Service via email at support.services@printforce.com. Customer Service is available Monday-Friday from 7:30am-4:30pm CST.

- 1. Enter Chick-fil-A's ordering site at : <u>https://identity.telepress.com/ckf/</u>
- 2. Select either "Start Order" for completely new orders or "Re-Order" to repeat a past order.



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Enter the tracking number of the order you wish to re-order, and press the button below. You will then see a summary of that order and can change the item(s) or proceed to checkout directly if you have no changes. If you do not have a tracking number, enter the last name that appeared on the item or your own email address to recall a list of matching orders.

Lookup Information: (please enter only one field)		
Tracking Number: e.g., "F12345" without the quotes		
Last Name on Item:		
Requester Email:		
•	Go Back Lookup Matching Orders 🕨	
NOTE: Plea	se be patient. Database operations may take a moment or two to execute.	

If you are just placing a reorder just enter one of the required fields above to look up the order you want to order again.



Contact Customer Service

Please make sure you are choosing the correct option below when placing your order. If you <u>DO NOT</u> work at Chick-fil-A's Corporate location please select the Franchise Operator option below.



Franchise Operator & Restaurant Staff Chick-fil-A Inc. Staff (Support Center)

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Cancel Order

3. Select which division you will be ordering from.







4. Choose which card you want to order, the amount from the drop down menu and click the "Order" button.

If you want to order something other than business cards choose that product from the tabs at the top of this page

Name and Title:	Standard Business Cards	*Ordering form continued
First Name:		
Middle Initial/Name:	Hi, I'm	Contact Info:
Last name:		WORK - ext.
Title 1:		WORK -
Title 2:	Use the Lindate Proof button	Email:
Company:	Chick-fil-A, Inc. below to refresh the proof.	(Optional) URL:
Chick-fil-A, Inc.		
Options:	Update Proof	Back Info:
Remove "Hi, I'm" from card	Chick-Bil:2	Backer:
Address Info:	Back Side 🕰	Tagline
Location:	Cancel Checkout	
•		
- City:		
City: State:		
City: State: Zip:		

5. If business cards are chosen, here is where you enter the requestor's information for their card. As you enter the information the proof will automatically update.

6. Once you are done and your proof is accurate, select the "Checkout" button below your proof.

7. You will then check the box to confirm once again your proof is accurate and accept financial responsibility by checking the radio button and then clicking "Accept Proof"





This is part of the shipping page:

8. Add more products if you want to continue shopping by clicking the "Add more Products"

9. Enter the approver's name & email address (the person who will be receiving/picking up the cards).

10. If you would like to RUSH your order click the radio button.

11. Choose your shipping method from the drop down (if RUSH is chosen it automatically upgrades shipping to be sent over night.

*Shipping page continued:

13. Select the address to have your order sent from the drop down menu or manually enter it. <u>DO</u> <u>NOT change the information in the Attn Field.</u>

14. Once you are done, click the "Complete Order" button.

Your package will ship to the address se	Ship To lected from the list below. Please contact Customer Service if you require a different shipping address.
Ship To Office	GA - Atlanta (5200 Buffington Road)
	Residential Ommercial
Attn:	Telepress: Multiple Orders in Pkg
Street 1: (required)	5200 Buffington Road
Street 2:	
City, State: (required)	Atlanta GA
Zip: (required)	30349

Complete Order Please click the above button only once.



ltem			Quantity	Price
Folding Teacher Appreciation card w	/ A6 envelope pack (6.25" x 4.5")		25	\$24.38
Standard A6 Envelope Pack			25	\$0.00
		Shipping:	UPS - Ground	•
		Total Price:		\$24.38
Payment Information:				
Project				
Organization (Click_here for help.)				
Tasks				
AP Email (required)	Choose One	•		
	Review Order ►			

- **15**. Enter your <u>complete</u> Budget Code in the payment Information field. They must be entered as three segments If you need help with which Organization to enter click the link right below the word Organization.
- **16.** Choose which AP email is relevant to your department from the drop down menu.
- 17. Click the "Review Order" Button



Folding Teacher Appreciation card w/ A6 envelope pack (6.25" x 4.5")	25
Standard A6 Envelope Pack	25

Project	3750
Organization	111111
Tasks	11
AP Email	ap.people@chick-fil-a.com

Method:	UPS - Ground
Attn:	Telepress: Multiple Orders in Pkg
Address:	15635 Alton Parkway, Suite 350
	Irvine, CA
	92618
 Make (Changes Send Order 🕨
Please click the buttor	n only once.

This is the summary of your order. If everything is accurate click the "Send Order button. If you require changes click the "Make changes" button.

(Do not use the back button on your browser or you will lose your entire order)

Please click on an image to enlarge.

PREVIEW	ORDER#	ITEMS ORDERED
Greg Major Executive general manager	KM5VH9- 1	Standard Operator Business Cards Three Address Layout (Major, G.)
Truett's Chick-fil-A Mit. Berry Chick-fil 264 Shorter Ave. 726 Martha Berry I Rome, GA 30166 Rome, GA 30165 W 706.232.9233 W 706.234.9138	-A lwy	
Rome Sterage Container Rest M 206.346.5987 315 Riverside Plwy, greg.major@ifecto Rome, CA 20165 W 206.366.6857	19-00M	
Chick-fil	2;&	

This is a confirmation of your order from the Chick-fil-A Business Card and Stationery ordering system.

Please note, this is not a receipt for your order. The cost below is for your items only, and does not include any expedite or shipping costs. These costs are not calculated until your order processes through the Telepress internal system on your assigned date(s). A complete receipt will be sent once your order has processed.

After placing the order, a confirmation email is sent that contains all the order information. An email is also sent to the approver with a link for them to approve the order.

*Until the order is approved, it will sit in a que unprocessed.

Order Summary

Tracking #
Order Date
Approved On
Requestor
Division

KM5VH9 11/09/2018 09:55am PST 11/09/2018 09:55am PST Greg Major (<u>melissa.dahlman@telepress.com</u>) Franchise Operator & Restaurant Staff

Billing	
Cardholder Name	Greg Major
Card Number	**** **** **** 1111
Card Type	Visa
Expires	10/21
Email	melissa.dahlman@telepress.com
Address	726 Martha Berry Hwy
	Rome, GA 30165

Item Information - Price does not include freight.

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Item ID	KM5VH9-1
Item	Standard Operator Business Cards Three Address Layout (Major, G.)
Item Class	Two Sided Variable Imprint
Tag	1dig3_fm_digi
Qty	250
Price	\$17.69
Prodcode (If Product code ends in a Z your order was selected as an expedite, which has an additional \$50 rush charge not reflected above.)	01DIG

Name and Title:		
First Name	Greg	
Middle Initial/Name		
Last name	Major	
Title 1	other	
	Executive General Manager	

Options:	
Remove "Hi, I'm" from card	YES
Contact Info:	
	M 706 346 5987 ext.
E-mail	greg.major@cfacorp.com
(Optional) URL	
card_fm	Yes
Shipping - Price does not include f	freight.
Method	UPS - Ground
Attn	Greg Major
Address	726 Martha Berry Hwy
	Rome, GA 30165
Item ID	KM5VH9-1
Item	Standard Operator Business Cards Three Address Layout (Major, G.)
Item Class	Two Sided Variable Imprint
Tag	1dig3_fm_digi
Qty	250
Price	\$17.69
Prodcode	01DIG
(If Product code ends in a Z your	
order was selected as an expedite,	
which has an additional \$50 rush	
charge not reflected above.)	