



**Osaic's ProShop Print Center, powered by Vista Corporate Solutions  
Frequently Asked Questions (FAQs)  
Employees**

**If I want to order materials for departmental or advisor use, which credit card should I use for payment?**

For departmental or advisor orders, you should use your department's procurement card. If ordering for personal use, make sure to use a personal credit card.

**As an employee can I design my own business card?**

No, employees must use the predesigned Osaic template.

**Can I order materials outside of Osaic's ProShop Print Center?**

Yes, you may use your choice of print vendor and must follow your standard compliance guidelines. For custom materials or large quantity orders, contact Katey Marina @ [katey.marina@advisorgroup.com](mailto:katey.marina@advisorgroup.com).

ProShop Print Center is not an affiliated partner. Osaic has arranged price discounting for Osaic affiliates and employees. For additional assistance, contact the ProShop Print Center support team at (844) 462-9288 or [support@ourproshop.com](mailto:support@ourproshop.com).