

# Business Card Order Form

To submit an order for Camosun business cards, follow instructions below.

1. If you have had a Business card in the last 2 years and there are no changes to your information please enter your name in the **Order Placed by:** choose the correct **Quantity** click check on **Reprint**. If you are submitting for the first time or there are changes to your information please fill out the form in its entirety. (Be aware there are space restrictions)
2. Please leave blank the fields you do not require.
3. Once you have completed the form and are ready to submit the order please click on the **Submit** button this will open you printer dialog box. Choose **Camosunprintshop** (Not Camosunprint). This will start uploading the form into Camosunprint.
4. The Camosunprint log in window will come up. Log in. You will have **un-submitted items in your cart** proceed to check out.
5. Once you are on the Camosunprint order page please enter the quantity again (for billing purposes) and move down the screen to **Select from these 1-click Print Options:** and choose **Business Cards** there is no need to change any other options.
6. You are now ready to choose your **Account Code** and click **Submit This Order** at the bottom of the screen.
7. If you are submitting an approved second side email only the second side to Graphics@Camosun.bc.ca include your Camosunprint order number in the subject of the email.

If you have any questions please contact the Printshop using the Printshop Questions email address or by phone at 3061.

Order placed by:

**Quantity:**  
Increments of 100

|   |  |
|---|--|
| <br><br>camosun.ca | <b>Full Name</b><br>Credential         |
|   | <b>Title</b><br>Department<br>Division |
| LANSDOWNE CAMPUS<br>3100 Foul Bay Road<br>Victoria, BC Canada V8P 5J2                                 |  |
| Phone: 250-370-0000<br>Fax: 250-370-0000<br>name@camosun.ca   |  |

**Is this a reprint?**

*If this is a reprint, simply fill out the **name of the cardholder** below and submit.*

*If **any** info has changed this is **NOT a reprint** and all fields will need to be filled.*

Choose your card type from the drop-down menu:

Choose your campus location:

**Requires second side?**

Choose your card type from the drop-down menu:

Please leave blank the fields you do not require.

|                       |
|-----------------------|
| <b>Name:</b>          |
| <b>Credential:</b>    |
| <b>Title:</b>         |
| <b>Department:</b>    |
| <b>Division:</b>      |
| <b>Office Phone:</b>  |
| <b>Office Fax:</b>    |
| <b>Work Email:</b>    |
| <b>Optional Info:</b> |

Additional Notes:

**SUBMIT**  
Choose CamosunPrintshop

*Note: Please allow 2 weeks for completion*