

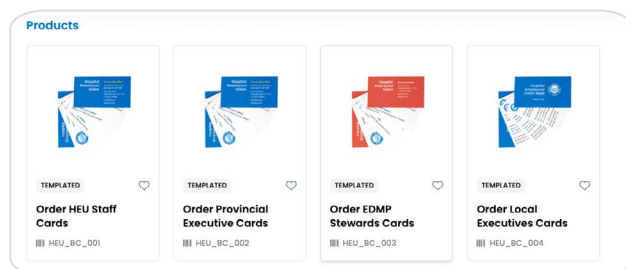
ORDERING PRINT ONLINE

Order HEU Business Cards

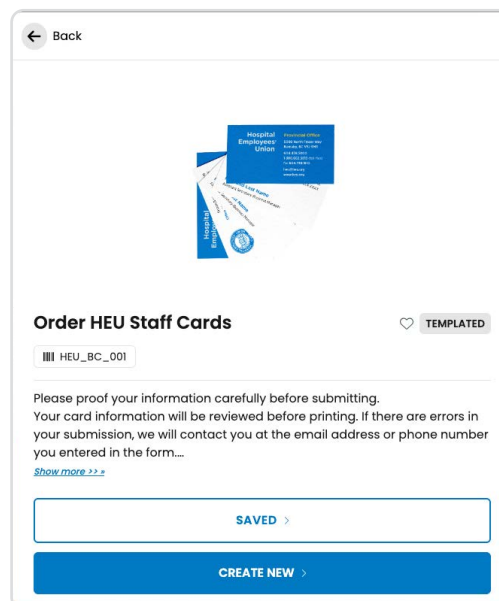
1 Login through this website URL.

www.store.mitchellpress.com/heu

2 On the homepage, select the type of card you'd like to print



3 Click on **Create New >**



ORDERING PRINT ONLINE

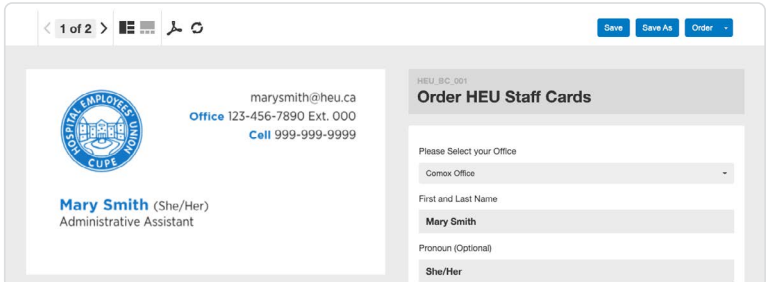
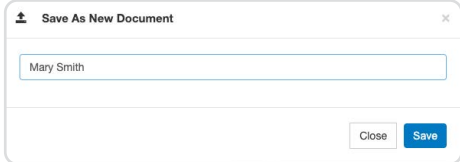
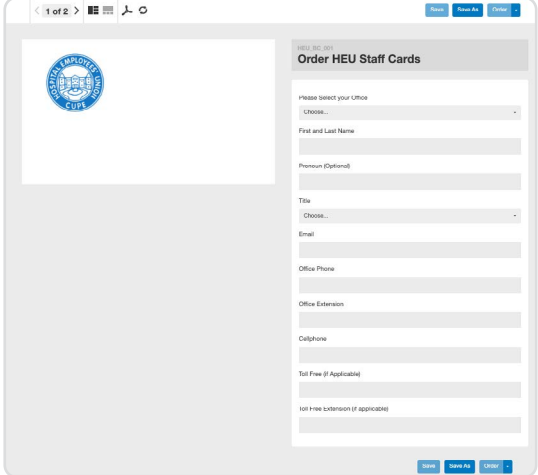
Order HEU Business Cards

4 Select your office and fill out the rest of the information

5 Click on the refresh button  on the top left of the panel above the card preview

6 Then **Save As**
Add your name and **Save** to save card details for future orders.

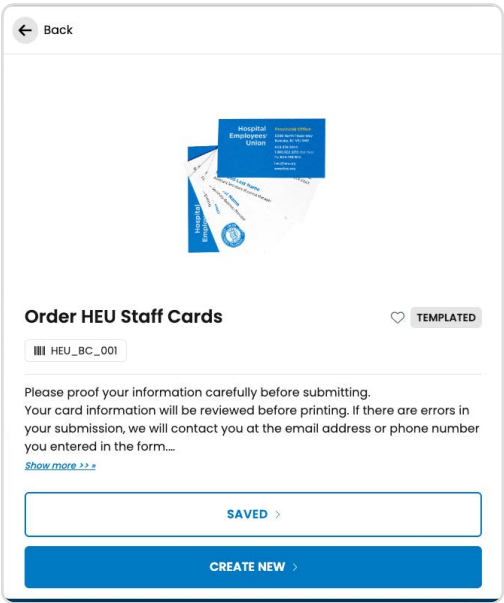
7 Click **Save**, then click on **Order**



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Order HEU Business Cards

8 You can access all your saved cards in the previous page panel when you click **Saved >**



9 On the saved page, you can edit the products or order again.

Search For Document				
Search		Search		
X Delete Selected		+ Create New		
Name	Author	Created	Modified	Actions
☐ HEU test 1	Technical Support	6/9/26	6/9/26 5:11 PM	Options -
☐ HEU test 5	Technical Support	6/9/26	6/9/26 6:06 PM	Options -
☐ HEU test 6	Technical Support	6/9/26	6/9/26 6:25 PM	Options -
☐ HEU Test 7	Technical Support	6/9/26	6/9/26 6:30 PM	Options -
☐ John Smith	Technical Support	6/11/26	6/11/26 9:17 PM	Options -
☐ Mary Smith	Technical Support	6/16/26	6/16/26 11:26 PM	Options -
Page 1 of 1, Search Results 6				

6/9/26	6/9/26 5:11 PM	Options -
6/9/26	6/9/26 6:06 PM	Order
		Edit
		Delete

ORDERING PRINT ONLINE

Order HEU Business Cards

- 10** Once you click on **Order**, you can see a preview and proof of the card
- Verify both sides, then select **Quantity** and **Add to Basket**

Order HEU Staff Cards HEU_BC_001 Total: CA\$104.00 [Add to Basket](#)

Please proof your information carefully before submitting. Your card information will be reviewed before printing. If there are errors in your submission, we will contact you at the email address or phone number you entered in the form. If you don't see your staff position in the forms section, please email elittmann@heu.org. If you are using only your cell phone, please put that number into the Office Phone field. Our goal is to have your cards printed within 30 days of your submission. Card orders will be delivered to HEU Provincial Office and sent forward as needed.

Proof Check your document Page 1 / 2

Step 1. Quantity Enter your quantity below

250

Quantity	Price
250	\$104.00
500	\$112.00

- 11** You can add more products to your basket by clicking on **< Continue Shopping**

Once all the orders are in your cart, click on **Proceed to Checkout >**

You Have Added **1** Item(s) [Proceed to Checkout >](#)

Product	Name	Quantity	Cost	Actions
	HEU_BC_001 Order HEU Staff Cards John Smith	250	\$56.00 (Disc)	
	HEU_BC_001 Order HEU Staff Cards Mary Smith	250	\$56.00 (Disc)	
			Subtotal	\$112.00

- 12** Add your name, select delivery address and invoice address. You can add comments in the section below.

- 13** Click on **Checkout** and you'll receive an email confirming the order.

Please fill in all mandatory details before clicking 'Checkout'

Your Details

Contact Telephone

Delivery Name Delivery Address Invoice Address

Technical Support Please Select Please Select

[+ New Address](#)

Comments

[Checkout >](#)