

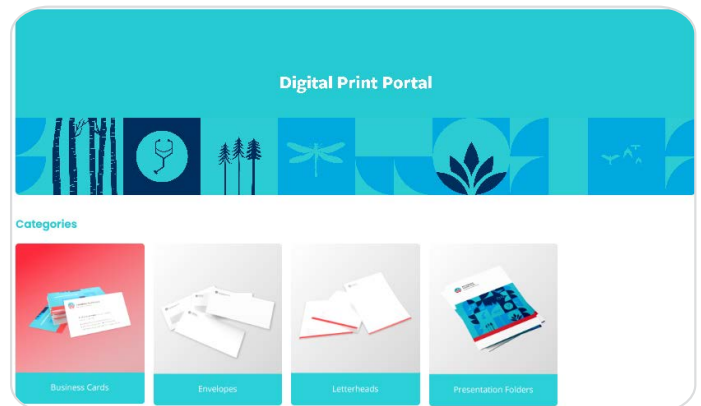
ORDERING PRINT ONLINE

Order Providence Health Care Business Cards

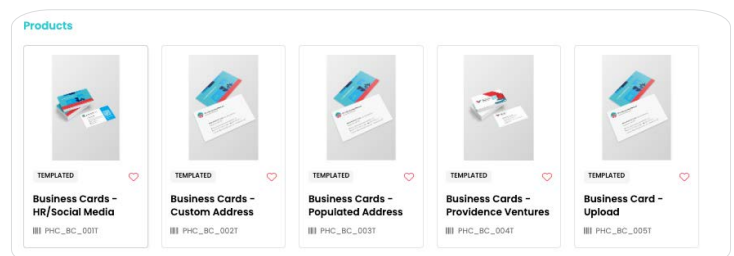
1 Login through this website URL.

<https://store.mitchellpress.com/providence-health-care/>

2 On the homepage, select Business Cards from the categories section.



3 Then select the desired type of business card from the product options



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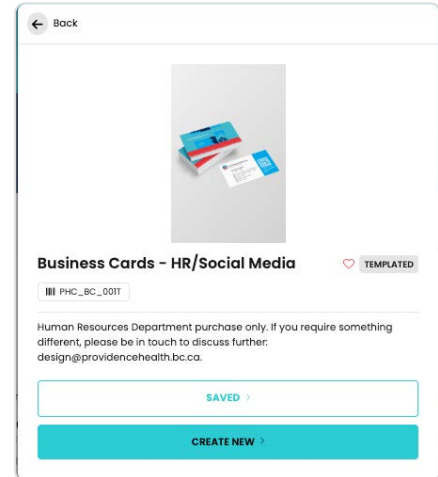
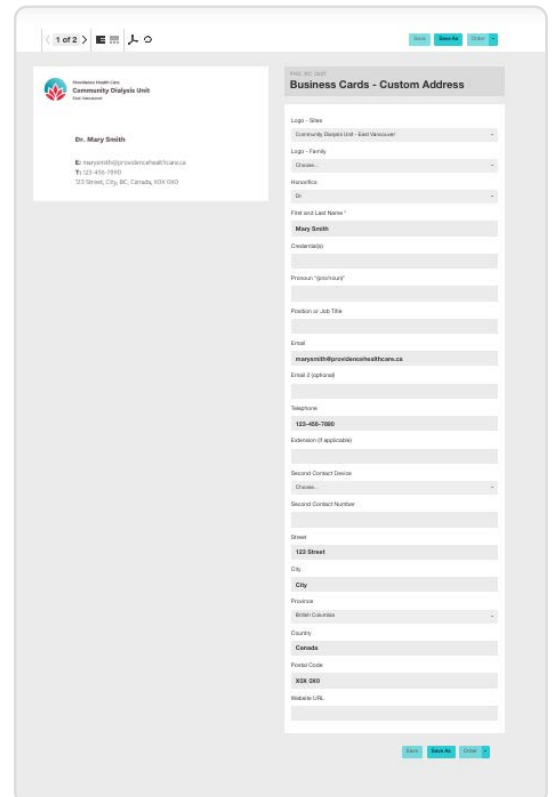
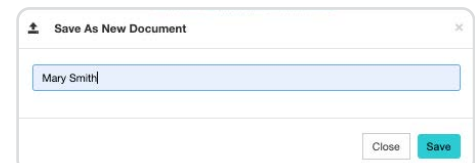
4 Click on **Create New >**

5 Fill out the card information

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

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

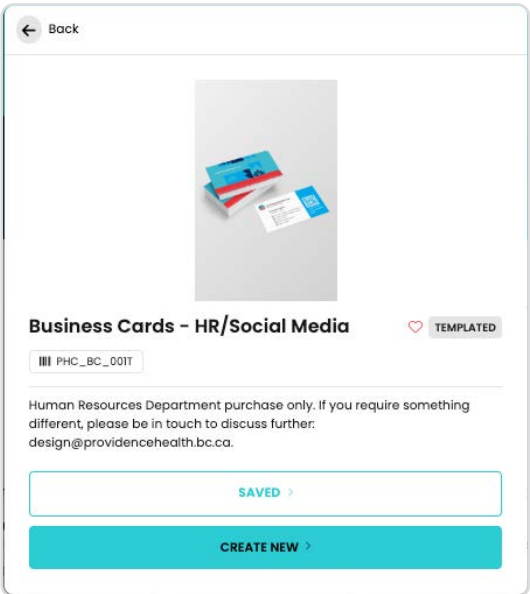
8 Click **Save**, then click on **Order**

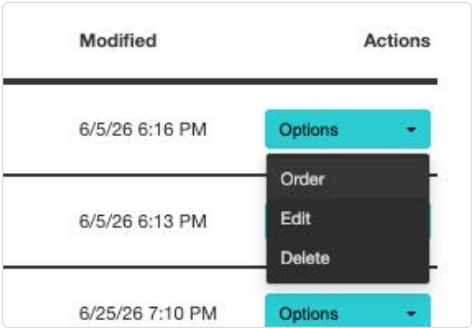
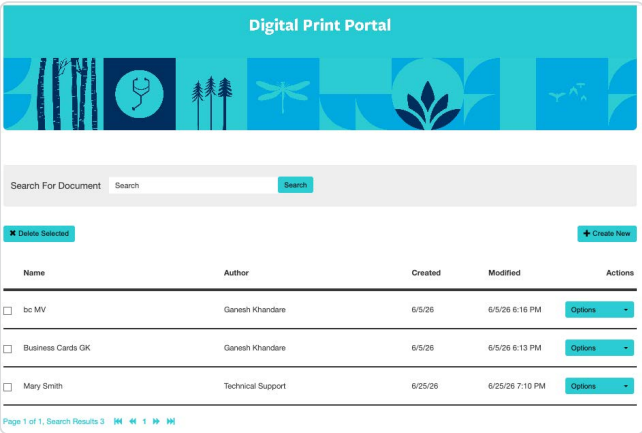
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9 You can access all your saved cards in the previous page panel when you click **Saved >**



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



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- 11** 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**.

Business Cards - Custom Address PHC_BC_002T Total: CA\$125.00 [Add to Basket](#)

Use this option if you work at an affiliated research centre or have site details that are not captured in the pre-filled options. From there you can customize your name, pronouns, contact info, etc. You can order up to 10 business cards/order. Please note that the only logo option available for Custom Address cards is the Parent logo (i.e., Providence Health Care). If you require something different, please be in touch to discuss further: design@providencehealth.bc.ca. *Please note that a one-time \$50 setup fee applies per card order for business cards. Ensure that you have "Card #1" when submitting an order.

Proof Check your document Page 1 / 2

Step 1. Quantity Enter your quantity below

Quantity	Price
100	\$125.00
250	\$154.00
500	\$168.00

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

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

You Have Added **2** Item(s) [Proceed To Checkout >](#)

Product	Name	Quantity	Cost	Actions
	PHC_BC_001T Business Cards - HR/Social Media	250	\$154.00	
	PHC_BC_002T Business Cards - Custom Address Mary Smith	100	\$125.00	
			Subtotal	\$279.00
			Total	\$279.00

Delivery Address
Please Select

[Continue Shopping](#) [Proceed To Checkout >](#)

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

- 14** 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
Tech Support

Delivery Address
Department of Neurology
1081 Burrard St
Room 2367 - 2nd Floor Providence Building
Vancouver
BC
V6Z 1Y6
Canada

Invoice Address
Please Select

Comments

[Checkout >](#)