Once you have registered an account, visit **https://v2.printsys.net/** to login onto the business card ordering tool. Enter your User Name and Password.
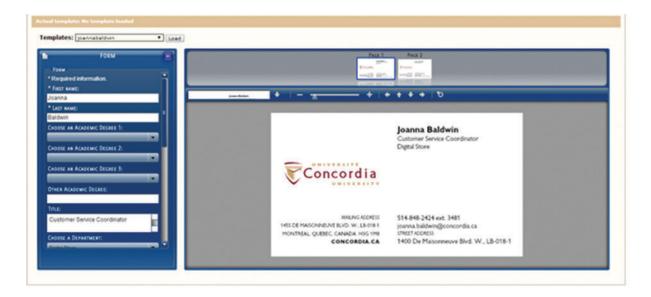

You will be presented with a number of template options. Please choose the right description to determine which business card template is the correct one for you. All faculties (except for JMSB) and departments should use the CONU-BC-EN (Business Card in English) or CONU-BC-RV (Business Card Bilingual) templates. John Molson School of Business Employees must chose templates marked JMSB.

After you have selected a template, please add your information. The first view will be the English side, if your business card is double sided, the French version will be on the other side.

As you fill in your information it will be displayed in the viewer. All information on the English side will automatically be translated to the French side with the exception of your name, degrees and job titles.

Once you have completed the form, you may save the template and add the item to the shopping cart.

You will have the opportunity to view a PDF proof of your business card. If you notice a mistake you may edit the template at this time.
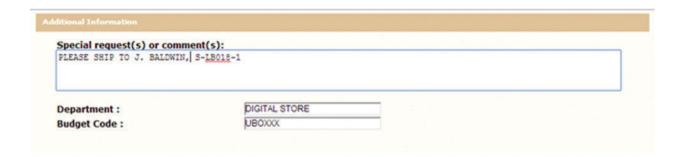

After you have confirmed the template, choose the quantity of business cards you wish to order. Please note that the price does not include taxes.

After reviewing your order, you will need to enter your shipping details, department and the budget code to be charged.

Your shopping cart

	Item ID	Description	Qty	Price	Status	Remove	Modify
1	DS-CONU-BC-RV	Untitled document	250	$60.00	✓	✕	🗐
				$60.00			

☐ Save my shopping cart for my next session.

Additional Information

Special request(s) or comment(s):

PLEASE SHIP TO J. BALDWIN, S-LB018-1

Department : DIGITAL STORE

Budget Code : UBOXXX

Once you confirmed your order. You will be able to generate a printable receipt. Your business cards will be delivered to the location you specified in 7-10 business days.

Order Confirmed

Thank you for your order. You can view your order's status any time by clicking on "Order History" from the menu bar.

Order # 1176

View printable receipt