



BOSTON COLLEGE

Carroll School of Management

ORDER NAME BADGE AND BUSINESS CARDS

Graduate Management students are able to order name badges and business cards through Eagle Print (located on the Boston College campus). To place an order through Eagle Print, please use the student self-register portal at <https://bcstudent.myprintdesk.net>.

You will need to create a new account. Once your account is created, you can place your order, proof your name badge and/or business cards, and make a payment. Turnaround is typically 3-5 business days. If you have any questions, please feel free to contact Eagle Print via telephone (617-552-3418) or email (eglprnt@bc.edu).

Business Card Best Practices:

- Only list one telephone number; no need to specify “cell” or “mobile”
- When listing your phone number on your business card, please make certain the voicemail greeting on the phone number listed is professional
- The preferred email address to list is your “friendly BC email address” (learn more at <https://www.bc.edu/content/bc-web/offices/its/support/communication-collaboration/email.html>)
- There is no need to include a physical mailing address; students are strongly advised NOT to use the BC address
- Personal websites/LinkedIn addresses and social media handles are encouraged *not* to be listed. Business cards are about making it easier for the receiver to contact someone. Less is really more.

Questions? Please contact
Graduate Career Development
at cgsom.career@bc.edu or 617-552-8833.