

BUSINESS CARD TEMPLATE



Finished size:

This is the finished or final size of your document.
The above template is for a standard business card.
Finished size: Width 3.5" x Height 2"



Main Visual Area:

Also known as "SAFE AREA".
We will print your job with multiples up on a larger sheet of paper and then cut down to the finished size. Although we use the latest state-of-the-art technology and cutters, there is a danger that any design elements placed too near to the edge of your document may be cut off.

To avoid this problem, we recommend that all text and important elements of your design are kept within the main visual area (which also makes your design look less cramped and more professional!)



Bleed Area:

If you'd like an image or background color to touch the edge of the document, once cut down, you need to extend these elements by an 1/8". This is called the "bleed area".

When designing for gang run printing, your bleed will be included in the actual priced size of the document. If you are designing a 4x6 flyer, the document size will be 4x6 with bleed included so that your finished size will be around 3.875" x 5.875"

GANG RUN NOTE: Your bleed area is included in the priced size of the document. So, a 4x6 will need to be sized at 4x6 and a 1/2 page will need to be sized at 5.5" x 8.5". The only exceptions to this are a business card, full page (can be 8.625" x 11.125"), and a poster (can be (11.25" x 17.25").

*this template is compatible with Illustrator CS4 and can be edited in Illustrator.

If you have any questions at all, we want to help you before you get the files designed, so don't hesitate to call us at 404.355.7200.