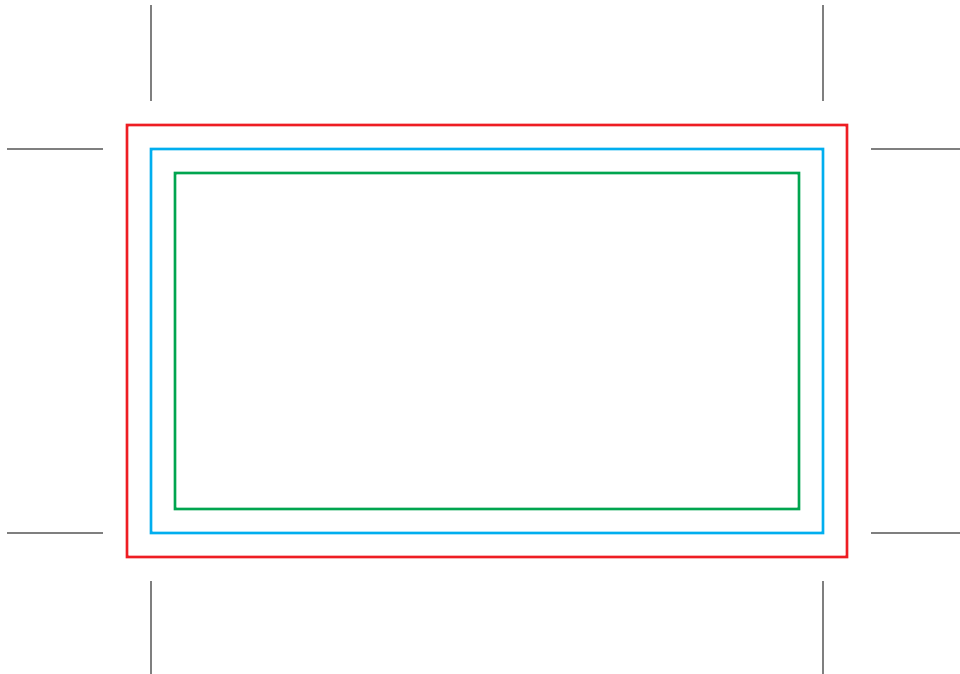


3.5" x 2" Business Card

(Duplicate art board for two sided cards)



RED: BLEED LIMIT **BLUE: CUT LINE / FOLD / PERF** **GREEN: SAFE ZONE**

Art must be centered to the art board

Art must have a bleed of at least 1/8" past the cut line if applicable.

Any text or important graphic elements need to be within a safe zone of at least 1/8" from the inside of the cut line.

Crop marks must be shown at the cut line on the art board. Do not use the printer settings to add crop marks.

*Art board must be larger than the crop marks. **DO NOT** add colors bars or registration targets.*

If a job is two sided: The second side must be on a separate artboard or in a separate file.

Files will be labeled FRONT and BACK respectively.

**.pdf is our preferred file type, *.ai and *.eps are also acceptable.*

Document must be in CMYK color mode.

If PMS colors are to be used; Spot colors must be shown in the swatches pallet.

All text must be outlined.

Placed images (photos or other raster objects) must be embedded or supplied as separate files.

Put all art on the Artwork layer. Keep the Template Info and Crops & Guides layers separate from the art.

LEAVE ALL LAYERS IN THE DOCUMENT.