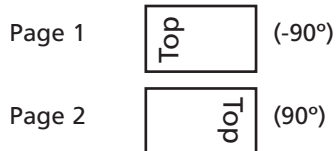## Business Card Check List

❑ Make your PDF using our Acrobate Distiller options. For more information refer to our pdf specifications. Double sided postcards need to be a two page pdf or two separate pdf documents clearly labeled in a manner that groups them together. For vertical cards please rotate 90°, so that the card is positioned in a horizontal position. If the vertical card is double sided, one page of the document should be rotated 90° and the other should be rotated -90°. Please take a look at the diagram below for clarity. This kind of rotation will need to be done exactly this way or the card will not line up up properly.

Page 1   Top   (-90°)

Page 2   Top   (90°)

❑ Your PDF file should be 3.625" x 2.125". This is the size of the document including bleed.

❑ No text should be closer than 0.187" from the edge of the document. *This distance was calculated by adding the 1/16" for bleed plus 1/8" for distance from the actual edge of the page after trimming*.
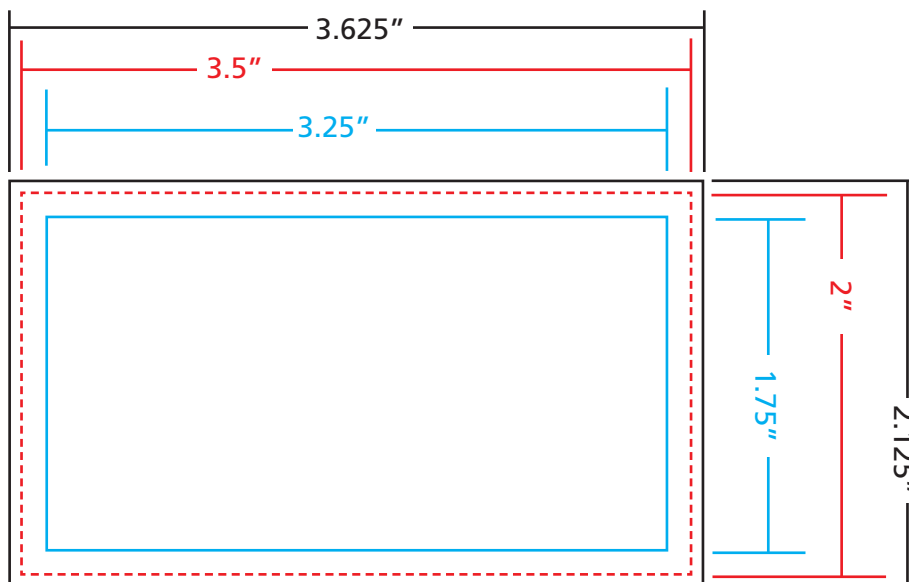
❑ All images should be 300 dpi at size and CMYK.

❑ All fonts are embedded in the document.

❑ Always view your PDF before sending to ensure correctness.

Business Card Specifications

Please follow these specifications for designing a business card.

Honda Dealership

JON DOE
Position
Phone: XXX-XXX-XXXX
Cell: XXX-XXX-XXXX
Fax: XXX-XXX-XXXX

xxxxx Highway xxx
Nowhere, MN XXXXX

w w w . h o n d a . c o m

3.625"
3.5"
3.25"

2"
1.75"
2.125"

KEY

▢ *This is where the document will be trimmed down to.*

▢ *All text and images (that do not bleed) should be within this box.*

▢ *Document edge if document is bleeding color should come out to this point.*