



## Standard Size Business Card Guide and Template

1300 73 48 73  
info@redder4.com.au

This template will assist you in designing and ordering your Standard Size Business Cards. On the right you will find the required template which shows the standard size, and also a few brief instructions and guidelines for creating your design and placing your order. This PDF can be opened in your choice of design program. When using the guides in this template, please do not delete the guide layers. You can turn off the layers when creating your design. Please place your design in the design layer.

### Setting up and sending your file for print.

We accept Adobe Illustrator files and PDF files.

If you are sending an Illustrator file or PDF, please have all of your design in a one page document, as per the example shown to the right. It is easiest for you to send your design in the template provided, retaining the original guides, as it will be more efficient to check the design and ensure a faster turnaround.

When sending a PDF file please **print** to a press quality PDF to ensure we receive the smallest file size and there are no missing components. Do not 'save as' PDF. It is important to print to press quality PDF.

Please make sure to set your file as CMYK and ensure all fonts are outlined and images are embedded as this is standard for Print Production.

If your artwork includes an image please make sure that it is of high quality, set to 300dpi adjusted to the correct dimensions to suit the template. Image sizes should be adjusted in Photoshop.

### Placing Your Order

Please leave these guides on when submitting your order, our staff will remove these prior to proofing and printing. You can simply remove all the text in the grey section of the template and leave the artwork on the right hand side indicating the Bleed Size, Final Size, and Safe Area.

Once you have completed your design and are ready to go ahead with printing, simply forward an email to: **info@redder4.com.au** with the product type, quantity required and design file.

Once the order has been received, an order confirmation and online proof will be returned to you to confirm all the details of your order.

If you have any questions, please contact our design team **design@redder4.com.au** or give us a call on 1300 73 48 73.

### Template Guides:

Bleed Size - 92x56mm

Final Size - 90x54mm

Safe Area - 84x48mm

### Front Side Design



### Rear Side Design

