

# Instructions For Ordering Business Cards



## **Go To VistaPrint.com**

Use the email link (in your email) from VistaPrint for discount or follow this link;

[http://www.vistaprint.com/studio.aspx?  
pf\\_id=BDX&combo\\_id=1029960&xnav=Business+Card+Detail+Page](http://www.vistaprint.com/studio.aspx?pf_id=BDX&combo_id=1029960&xnav=Business+Card+Detail+Page)

## **Upload Your Front & Back Card Designs**

Choose “My Computer” from the “Add images from” section on the left side of the window. Navigate to your files you have downloaded from your DropBox link. Make sure you have uploaded the PRINT Front file to the front side and PRINT Back file to the back side section. When completed, click the next button on the bottom right side of the screen.

## **Review Design**

You will see a rough approximation of what your card will look like from both sides in a persons hand. Select “I have relied and approve my design” then click next

## **Fill in Email Address & New Sign-in Information**

This will create a new account. You can select to receive emails with discounts (recommended). With an account, Vista print will remember your designs as well as what options you last selected for future orders. Reordering more cards is very easy once you have followed these instruction the first time. Just sign in, reorder and add a discount code. Takes less than a minute and they show up as soon as a day or two.

## **Choose Your Quantity & Quality**

Select the quantity of your choice for the first order then click next at the bottom right of the screen. Remember; the price quoted is before discount. Skip “spot gloss”, “metallic finish” and click next. In the next window, “Signature Glossy” will already be out-selected for you so click next. Do not add glossy or any other finish to the backside of your business card design or pay for color (unless you have color QR code). It is only a black & white design. Any finishes added to the back side of a card means a regular pen will not write on them. No finish is the best choice.

## **Other VistaPrint Items**

You will be presented with many examples of other products with your design on them. Do not add them to your order. The card design is not the correct size for most of the items. If you do want another item, let me know so I can reformat or redesign using their templates. Even their car door magnets will leave white stripes on the top and bottom since they are a different dimension from business cards. Click through to the end and then submit your order. Re ordering is much easier once you have placed your initial order.