

Business Cards

3.5" x 2" - File Specification Sheet

SPECIFICATION	REQUIREMENT
Finished Size	3.5" x 2" (standard business card)
Document Size with Bleed	3.75" x 2.25" (add 0.125" on all sides)
Safe Zone	Keep all text/logos 0.125" inside the finished edge
Stock Options	100# Silk Cover (UV coated) or 100# Uncoated (matte)
Print	Full color, 1-sided or 2-sided
Minimum Resolution	300 DPI at finished size
Color Mode	CMYK - embed or convert all colors
Accepted File Formats	PDF, AI, EPS, PNG, JPG
Optional Upgrade	Rounded corners (+\$10.00)
Standard Turnaround	1-2 business days

IMPORTANT NOTES

- Silk cover has UV coating applied — colors appear more vibrant
- Uncoated stock is matte and accepts pen/pencil writing — popular for appointment cards
- Rounded corners are cut after printing — add at checkout for +\$10.00
- For 2-sided cards, supply both sides in one PDF (page 1 = front, page 2 = back)
- Keep important content inside the safe zone — edges may shift slightly during trimming

FILE SETUP GUIDELINES

- Set document to 3.5" x 2" with 0.125" bleed on all sides (total: 3.75" x 2.25")
- Keep all critical content at least 0.125" from the finished edge
- Set color mode to CMYK before designing
- Embed all fonts or convert to outlines before saving
- Export as high-quality PDF with bleed marks included
- For 2-sided: 2-page PDF — front on page 1, back on page 2

Upload your artwork after ordering

hightail.com/u/preprint — Include your order number. Proof sent within 2-4 hours.

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