

PRINTING OPTIONS AND TIPS FOR MOP BUSINESS CARDS 2 - 4

1) USING A PRE-PERFORATED BUSINESS CARD PAPER KIT AND YOUR OWN PRINTER TO MAKE CARDS (e.g., \$16 for 300 business cards at Office Depot)

If you'd like to use paper designed to easily make do-it-yourself business cards, you can purchase a package of special paper at a business supply store that is pre-perforated for business cards so you don't have to worry about cutting the paper exactly right. Ask for business card paper kits identified as Avery #8371 or Office Depot #717-631. The PDF documents with ten business cards per page were designed to match up with those business card paper kits. However, you should always do a test page first to make sure everything is lined up correctly.

CAUTION: For MS Windows, in the print dialogue box that appears when you start to print, make sure that the PAGE SCALING DROP DOWN BOX IS SET TO NONE.

2) IF YOU WANT A BUSINESS CARD WITH A COLORED BACKGROUND

Card #4 is the same as card #3 except that a background color was added to card #4. Note that, for medium to large quantities of cards, it may be less expensive to just purchase some colored paper and print out card #3 on it than to waste a lot of printer ink printing the background color on white paper for each card. This approach also allows you to pick your own background color. On the other hand, it may not be easy to find colored paper that is pre-perforated for business cards. That is why card #4 is provided as an option. Another alternative is to print one of the card templates (e.g., card 3) on colored card stock paper (paper rated at 110 LB or higher is recommended) and then cut out the business cards yourself.

3) USING CARD STOCK PAPER, YOUR OWN PRINTER AND A PAPER CUTTER TO MAKE CARDS

If you want to cut out the business cards yourself instead of buying paper that is pre-perforated, I would recommend that you buy card stock paper that is at least 110 LB rated paper. The standard size for USA business cards is 3.5 inches by 2 inches. Business cards 2 - 4 are formatted such that you can cut vertically right down the middle of the page (halfway between each card) without needing to trim any paper from the inside edges of the cards.

4) VISIT A BUSINESS SUPPLY STORE OR PRINTER AND ASK THEM TO MAKE THE CARDS FOR YOU

Make sure to bring a digital copy of the business card you want printed; you might want to download the appropriate PDF document to a flash drive and bring it with you. Or, if you forget, just ask them to download the business cards from the MOP web site.

5) USE AN ONLINE SERVICE TO MAKE THE CARDS FOR YOU

[Business Card Printing Review](#)

[Business Card Pricing Comparison](#)