

L1



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1. DESIGN

Each layout has its own label *top right*. Choosing your layout is easy. You can just say you'd like "Layout P2" and supply the text you want to include: name, phone, fax, address, e-mail, Web address, etc.

From there, we'll prepare the final files which you can e-mail to your printer.

NOTE: It's difficult to compare the layouts when they're all on the same page. The best way to find the right style for you is to cut them all out and arrange them on a table.

E-mail your instructions to Gail Dickens
<gdickens@worsleyinstitute.org>.

If she doesn't already have your daytime phone number, please include it.

Please also include a billing name and billing address for your invoice/receipt.

2. PRINTING

Because these cards need to be printed full color (a.k.a. "process printing" or "4/0") we advise that you *don't* bring them to your local quick print shop.

Generally, small print shops specialize in one and two color jobs. This job requires a more sophisticated printing process.

Use an on-line service that specializes in printing full color business cards. Some recommendations...

<http://www.americasprinter.com/>

We have used America's Printer for our own cards and were very happy with the results.

<http://www.pressexpriint.com/>

We haven't used this company but our designer has heard positive feedback from other designers.

T1




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Practitioner letterheads are provided as a PDF file which
you can print as needed from your own computer