

## Business Card

Finished Size: 4" x 3.5"

Bleed Size: 4.25" x 3.75"

### SAFE ZONE

All critical elements (text, images, graphics, logos, etc.) must be kept inside the green box.

### FINISH ZONE

Please allow 1/16" or 0.0625" cutting tolerance all around. We do not recommend having borders due to shifting in the cutting process, which may cause borders to appear uneven.

### BLEED ZONE

Make sure to extend the background images or colors all the way to the edge of the blue line.  
1/8" or 0.125" bleed on each side is our requirement.

### FOLD

### IMPORTANT

Please remove or hide our guidelines/instructions before saving your files, or else they will be printed.  
All text should be converted to outline.  
Agent print is not responsible for guides layer left in customer's document

**OUTSIDE  
/ FRONT**

**INSIDE  
/ BACK - 1**

**INSIDE  
/ BACK - 2**