

BUSINESS CARD DESIGN INSTRUCTIONS

FRONT SIDE

English | Spanish | French



The front of the card consists of the following elements:

- Church logo
- Editable Identifier
(Change to your church, conference, union, or division name)
- Slogan
"Sharing Hope and Wholeness"
(optional)



Templates

The templates are set up in Adobe Illustrator and have the following names:

- `template_bc_front_ENG.ai`
- `template_bc_front_SP.ai`
- `template_bc_front_FR.ai`

Final size of cards:

W: 3.5" x H: 2"

For your convenience, bleeds have been added to the templates.





BUSINESS CARD DESIGN INSTRUCTIONS

BACK SIDE

Examples


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The back of the business cards is based the Sabbath grid:

- The implied column on the far left is to remain empty
- The far right column displays the denim blue Sabbath column with church symbol
- The person’s name and the church symbol share the same baseline
- First and last name including degree(s) (one line)
- Title (one or two lines long)
- To avoid clutter, the contact info can take up no more than five lines of text:
 1. Up to two phone numbers (includes fax number)
 2. One email address (no web address if the URL is part of the email address)
 3. Mailing address (two lines)

Template name:

template_bc_back.ai
(Adobe Illustrator)

Final size of cards:

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BUSINESS CARD DESIGN INSTRUCTIONS

BACK SIDE: EXCEPTIONS

Examples

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In rare cases, when a person's contact information can't be reduced to fit into five lines, then the following exceptions (fitting it in six lines) are also acceptable.

Template name:

template_bc_back_exceptions.ai
(Adobe Illustrator)

Final size of cards:

W: 3.5" x H: 2"
For your convenience, bleeds have been added to the templates.

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