

1

Customize Your Template

Click **Customize Template** for your business cards. The template will open in your browser.

Fill out the fillable fields with your information.

Make sure to double-check spelling.

3.5" x 2" Cards



Troop AA-0000
Meeting Time

Name (555) 123-4567 email@site.com
Church Name 123 Main St. City, State

Customize Card Template

Order Cards - Vistaprint

2

Save Your Completed PDF

Click the **Print** icon, choose **Save as PDF**, and click **Save**.

Name your file clearly, e.g **JTA Cards_YourName.pdf** — then click **Save**.



Print 1 page

Destination Save as PDF

Pages All

Pages per sheet 1

Cancel Save

3

Choose Where to Print

Staples / local print shop: Bring your saved PDF (USB, email, or cloud) and request the size for standard business cards.

Business Cards 3.5" x 2"

Vistaprint (recommended): Order online and have materials shipped directly to you.

If using Vistaprint, **Click the Vistaprint button**.

3.5" x 2" Cards



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Vistaprint Upload & Order

Part A

- Select your **Paper Stock** and **Corner Type**.
- Click **Upload Your Design**.

Part B

- Select **Standard** for **Shape**
- Click **Upload From This Device**
- Locate your file and **Upload Your PDF**.

Part C

- Click the **2** to view both sides of the design.
- Select the **Front**.
- Resize it to fit the frame by dragging the corners.
- Keep text inside the **Dashed Safety Area**.
- Select the **Back** on the far right of the screen.
- Again, **Upload Your PDF** and click the **2**.
- Select the back of your card. **No Resizing Is Needed**.

Part D

- Click **Next**, review order, then place your order.

Paper Stock*

Popular

Matte Glossy +\$1.00 Uncoated +\$1.00 Pearl

Corners*

Popular

Standard Rounded +\$7.00

Browse our templates

Upload your design

Shape*

Standard Square +\$0.15/ea

Upload from this device

Upload from phone



Next

Fill Fit

Part D

Front

Back

Part C