



## BUSINESS CARD – CHECKLIST

It is essential that your business card is credible for you to be able to operate effectively in a global business environment. A card which shows respect for the language and culture of your host country will make a positive first impression.

*We refer you to our terms and conditions of business; ask us if you need a copy.*

We advise that you refer to the following points when communicating with us about your requirements:

- Which language(s) do you require?
- How many individuals require a business card?
- When is your deadline?
- How will you supply the text? *(Please advise on platform, software, version number, etc. We can also work from a hard copy if you are able to provide dimensions.)*
- Would we be required to insert logos? *(Please indicate if you would like us to include this in our quotation.)*
- Who will be responsible for checking the PDF/laser proofs?
- How will you require the completed work? *We can provide work in a variety of formats, including Quark, EPS and InDesign.*
- Do you have any special instructions for the typesetter?
- How many copies of the cards would you like?
- What are your specifications for the cards? *(Colours – pantone numbers, single or double-sided, material type – card weight, etc.)*
- Would you like us to organise printing? If so, please ask us for quote.