Business Card Design Specification

Document Version
Sample – v1.0

Date
[Insert Date]

Prepared By
[Your Name / Company]

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1. Card Dimensions

Size	Standard: 3.5 inches x 2 inches (89 mm x 51 mm)
Bleed Area	+ 0.125 inches (3 mm) on all sides
Safe Zone	Keep text/important elements at least 0.125 inches (3 mm) inside trim edge

2. Design Elements

- Logo Placement: Top left corner
- Business Name: Top right, bold, larger font
- Contact Info: Bottom right, smaller font
- Optional Tagline: Below business name

3. Typography

- Font Family: Sans-serif (e.g., Arial, Helvetica)
- Business Name: 14pt, bold
- Name & Title: 12pt, regular
- Contact Details: 10pt, regular
- Spacing: 1.2x line height

4. File Specification

- Format: PDF, AI, or EPS (vector preferred)
- Resolution: 300 DPI minimum
- Color Mode: CMYK
- Outline all fonts
- Include all linked images

5. Content Example

1. Full Name
2. Title / Position
3. Company Name
4. Phone Number
5. Email Address
6. Website
7. Physical Address (optional)
8. Social Media Handle (optional)

6. Notes

- Provide a design proof for review before final production.
- Double-check all information for accuracy.