

# TEMPLATES

## **Premium Finishing Services**

The Service Bureau Premium templates are made to help you easily and efficiently layout your images to best fit our available paper stocks. These are specifically formatted for our Duplo Slitter Cutter Creaser which can allow for bulk business cards and postcards as well as greeting, name, and exhibition cards.

There is a .125" bleed incorporated into each file. *Please extend any background images to the red bleed line if you would like your image to bleed to the edge.* This will ensure your final card is cut correctly. The black line indicates where the card will be cut, please keep any important information within this line.

Please export as a PDF using the [Service Bureau Premium Finishing](#) preset.

Your final PDF will include a bleed and will be .25" larger than the final size. It should not contain any crop, bleed or registration marks.

Templates are available as InDesign and Illustrator, files. Additional instructions on creating and saving your file are included in the templates.

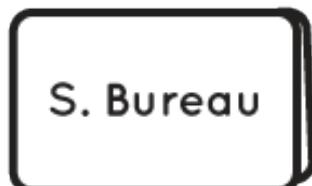
### [\*\*Business Card : Standard 3.5" x 2" business card\*\*](#)



[\*\*Postcard : 6" x 4.25" This is the largest size that can be mailed at the USPS Postcard Rate.\*\*](#)



[\*\*Namecard : This is a 6" x 4.25" postcard.\*\*](#)



[\*\*Greeting Card : This is a 5.5" x 8.5" card creased in half to yield a 5.5" x 4.25" greeting card.\*\*](#)



[\*\*Exhibition Card : This is a 5" x 7" Card used for promotional purposes.\*\*](#)



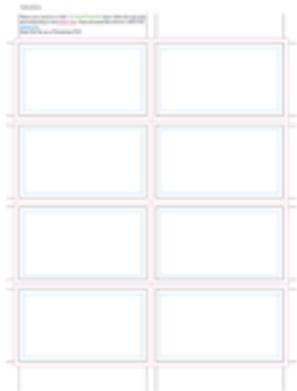
## DIY Templates

Our Do-It-Yourself templates are made to help you easily and efficiently layout your images to best fit our available paper stocks. **Use this template if you plan on cutting down your prints yourself.**

The format for most of the templates is the same. Each one consists of layers that contain different elements of the template. Your backgrounds, images, and text should be placed on the **YOUR ARTWORK** layer to ensure proper printing. The black **trim line** is where your image will be trimmed to. All of your important information should be within the blue **safety line**. Any backgrounds, images, or text that run to the edge of the trim line should extend to the pink **bleed line**.

Templates are available as InDesign, Illustrator, and Photoshop files. Additional instructions on creating and saving your file are included in the templates.

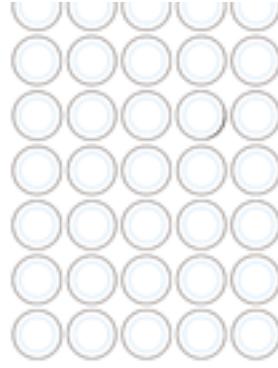
### 8-up Business Cards



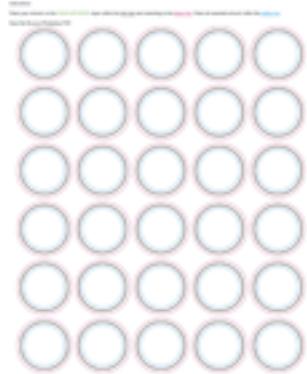
### 2-up Postcards



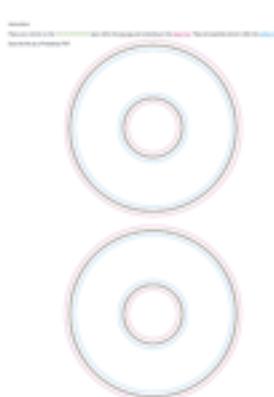
### 35 - 1" Buttons



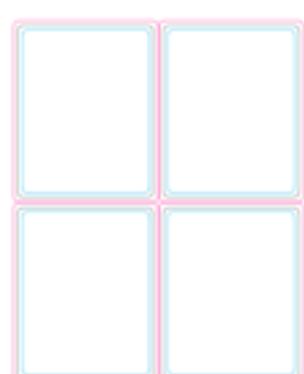
### 35 - 1" Stickers



### CD/DVD Laser Labels



### 4-up Labels



### DVD Case Cover

