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**Instructions for Printing**

* Print only page 1 of the document on card stock.
* Do not print “All pages” or you will print these instructions, too.

* One copy of page 1 yields 10 business cards.

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**Instructions for Cutting**

Standard Business cards size:

 3.5” (Width)

2” (Height)

* The cards on p. 1 are embedded in a table (2 columns x 5 rows). The table gridlines are not visible so they will not print.
* After printing page 1:
1. Cut ½ inch (0.5) from top and bottom.
2. Cut ¾ inch (0.75) from left *and* right sides.
* You now have a piece of card stock measuring 7” (W) x 10” (H)
1. Cut 2 columns – 3.5” Width
2. Cut 5 rows – 2” Height

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