

Printing Local Contact Cards

There are two different ways to print your Local Contact Cards, depending on the volume of cards required or how simple it is for you to find a reliable and cheap printing option.

As always, all up to date paperwork is held on the operator and leader pages of our website for on-going access. Attached to the email are:

1. **Local Contact Cards - Single card.** For bulk printing. Also see www.exodus.co.uk/operators)
2. **Local Contact Cards - Multi-card.** For adhoc printing. Also see www.exodus.co.uk/operators & www.exodus.co.uk/leaders)

Both pdfs are editable - which means you can type in the fields you need to complete before saving the file for printing. Please read the below to choose which is more suitable for your business.

Single card - for bulk printing

It is our preferred option that you get the card professionally printed, like you did for the HEF cards which we launched in February. We hope you found this process easy and not too costly, please let us know if you are concerned about the cost implications.

Printing notes

- Decide if you will be printing cards with the leader names already added or if the leaders will be adding their name and phone number by hand.
- Pre-fill the local operator details and (if applicable) individual leader details into the editable pdf.
- Pass the files on to the printing company with the following printing requirements:
 1. Colour CMYK colour process printing. 2-sided print.
 2. Print size: The cards should be 90mm x 55mm - the same size as a normal business card (your printers will know this as they will print the pdf at actual size and there are clear crop marks).
 3. Paper weight: Print on to card not paper. ie at least 200 gsm (grams per square meter)
 4. Finish: avoid high gloss if your leaders will be hand-writing their details on the cards.

Print quantities. We suggest you plan to print enough cards to last you until the end of the 2015 and not beyond. We are reviewing parts of our branding, and may make changes to our logo in the coming months. If we ask you to make changes, it will not be before the end of the 2015, and we will happily cover associated costs of the changes.

Multi-card - for adhoc printing

If the bulk printing of cards is not practical you should use the Multi-card template to print on a normal home or office printer as and when more cards are needed.

Printing notes

- Pre-fill your details as above. But on the multi-card you only need complete the top left card.
- Save the edited pdf to your own files for repeat use.
- Print in colour (1-side only) on to heavy paper or card and cut along the dotted lines.

Many thanks for your cooperation.