

Creating TI Business Cards

Download the Card Template

1. Browse to <https://www.toastmasters.org/resources/brand-portal/branded-business-cards>
2. Choose from either the blue or burgundy color and horizontal or vertical design. Click **DOWNLOAD FILE**

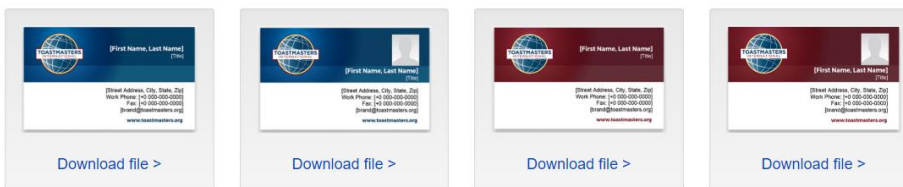
[Home](#) / [Resources](#) / [Brand Portal](#) / Branded Business Cards

BRANDED BUSINESS CARDS

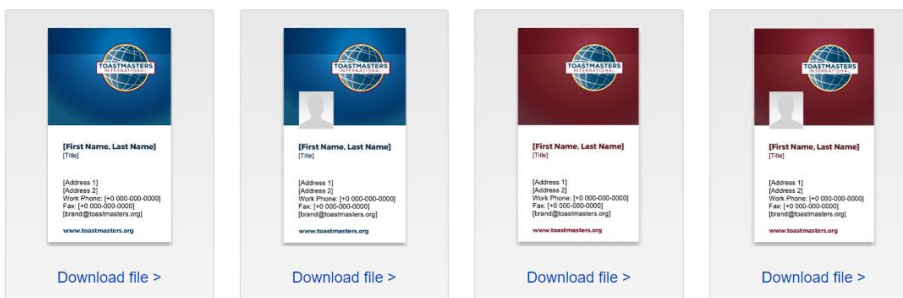
Do you want to make a lasting impression at your next club meeting, open house, conference, or any other networking event? Create your very own Toastmasters-branded business card and hand them out to prospective members!

For your convenience, we offer eight different designs, including business cards in blue and burgundy, a horizontal or vertical layout, and with or without space for a picture of yourself! Start by choosing a design below and downloading your new card. Follow the included instructions and you will have your own Toastmasters business card!

Horizontal card designs



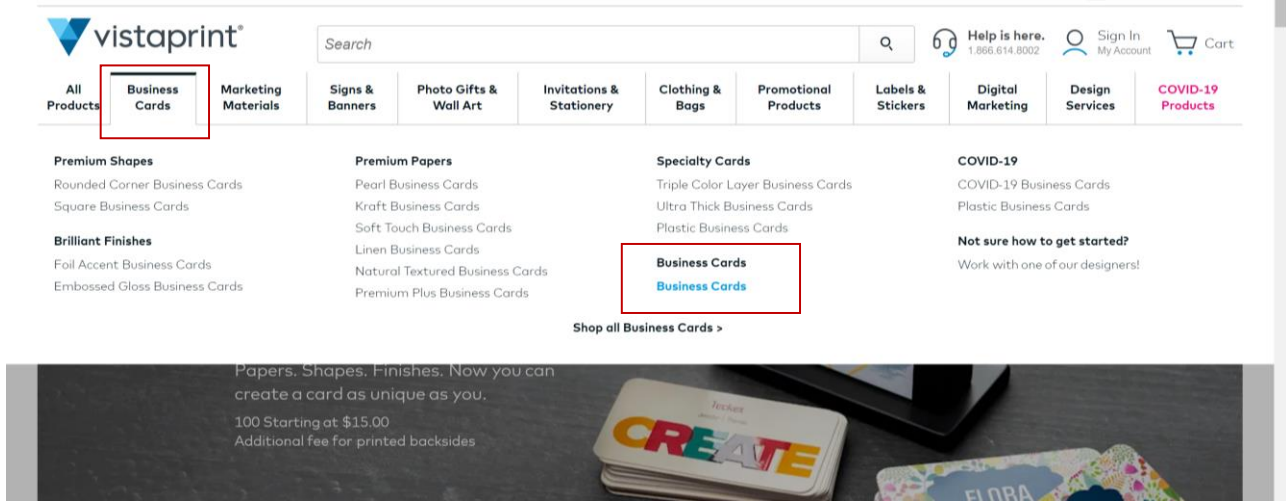
Vertical card designs



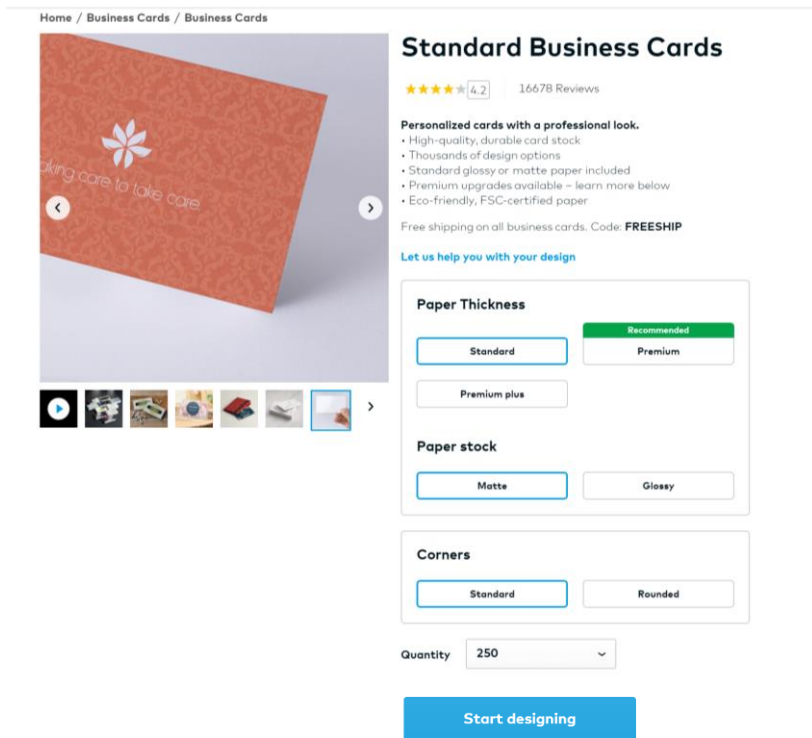
3. Save it to your system, open and put your information in (and picture, if needed)
 - a. Your new email address will be `firstnamelastname@d25toastmasters.org`. When mail is sent to this address it will forward to the email address you gave the district. As this is only a forwarding address, you will not be able to send email from this address.
4. Vista Print is NOT free if you want to use the TI template
5. Other ways besides Vista Print to print business cards:
 - a. Kinko's
 - b. Avery labels on your home machine (remember to figure in cost of ink and labels when comparing prices)

Vista Print

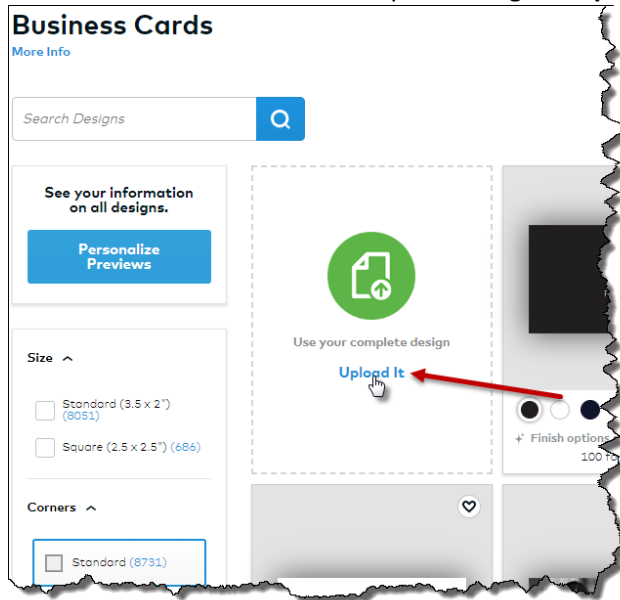
6. Go to: <http://www.vistaprint.com>
7. Click on Business Cards -> Business Cards. This will navigate you to the Standard design maker.



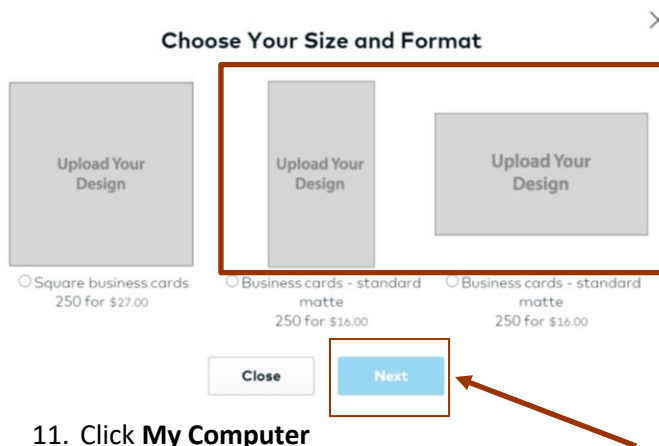
8. Choose the options of Paper Thickness, Paper stock, corners and Quantity. Click **START DESIGNING**.



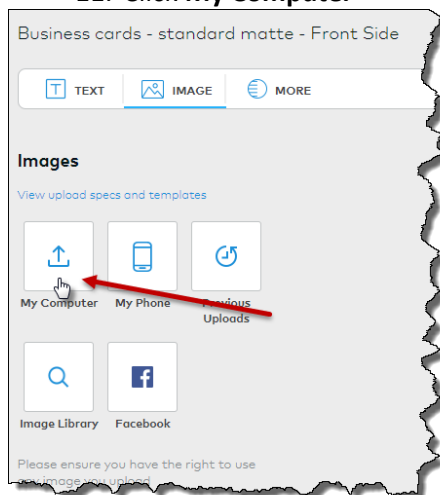
9. Click on Use Your Complete Design -> Upload it



10. Select design based on if you chose the horizontal or vertical Business Cards -> Next



11. Click My Computer



12. Browse your computer field for your PDF business card document and select it

14. You can either **Click Preview** or **Click Next**. Note: there will be an opportunity later to preview

Upload Your Design Upload Your Design

FRONT SIDE ADD A BACK SIDE

[Preview](#) [Next](#)

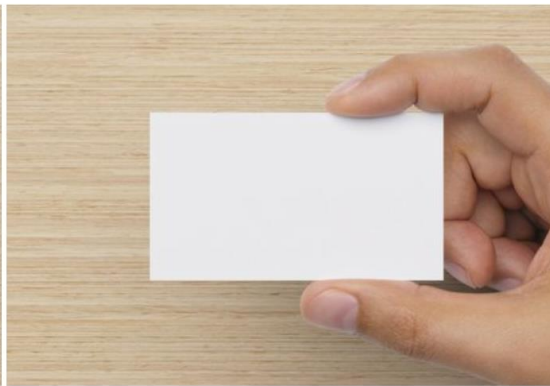
Preview Your Business cards - standard matte



View: [Front side](#) | [Back side](#) | [Side-by-Side](#)



[Edit Front side](#)



[Edit Back side](#)

[Review & Purchase](#)

15. Review – Review – Review – make sure all your information is correct!

Review Your Business card - standard matte

[Front side](#) - [View Larger](#) | [Edit](#)

[Back side](#) - [View Larger](#) | [Edit](#)



Things to check for:

- Text size is legible and color stands out against background
- Nothing is overlapping or too close to the margins
- Information is accurate and spelled correctly

I have reviewed and approve my design.

[Next](#)

16. Check the box 'I have reviewed and approve my design'. Click **Next**.

17. Complete the transaction

- a. Matte Finish
- b. Blank Back Side
- c. Quantity is up to you