

How to Order Business Cards from VistaPrint

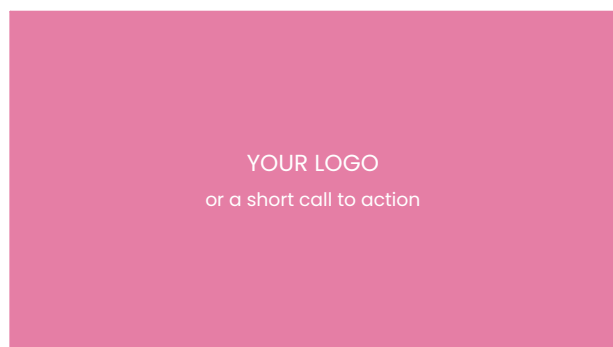
Use this guide to create and order professional business cards using your own logo and business information. VistaPrint's available options and screen labels may change over time.

Before you begin: Have your logo file, contact details and preferred website or social link ready. Use a high-resolution logo; a transparent-background PNG is useful when placing a logo over a colored background.

What you will need

Logo file	A clean, high-resolution logo file. If you have several versions, keep both a full-color and a light/dark version available.
Card details	Name, role, phone number, email address, website and any social handle you want printed.
Brand choices	Brand colors, preferred card orientation and a short message or call to action for the back.
Ordering details	Quantity, paper preference, delivery address and payment method.

Example card layout



The logo above is an example only. Replace it with the logo and details for the business placing the order.

Start Your Business Card Order

- 1

Open VistaPrint Business Cards
Go to vistaprint.com/business-cards. Select the business card product that fits your needs. Standard cards are a common starting point.
- 2

Choose how you want to design
Select Browse designs to customize a VistaPrint template, or select Upload your design if you already have a complete, print-ready front and back.
- 3

Choose the card format
Select the size, orientation, shape and corners available for the product. A standard U.S. business card is 3.5 × 2 inches.
- 4

Choose a template or blank starting point
If using a template, choose one that supports a logo and keeps the contact information easy to scan. Avoid selecting a design only because it looks decorative—make sure it fits the brand.

Recommended path: If you only have a logo and contact details, begin with a VistaPrint template. If a designer supplied a finished print-ready PDF, use the upload-your-design option.

Keep the design simple

Logo Name and role Phone, email and website	Logo or brand message Short call to action Optional QR code

Add the Logo and Business Details

5

Upload the logo

In the editor, use the image or logo upload control and select the business logo file. Place the logo where it has room to breathe and remains easy to recognize.

6

Resize without stretching

Use a corner handle when resizing so the logo keeps its original proportions. Do not make a small or blurry file larger than it can support.

7

Replace every placeholder

Enter the correct name, title, phone number, email address, website and other approved details. Delete any unused template text.

8

Design the back

Use the back for a simple brand statement, appointment reminder area, QR code or another useful next step. Keep it uncluttered.

Print-safety checks

Keep important text and logos inside the editor's safe area.

Extend full-background colors or images through the bleed area so trimming does not leave white edges.

Use sharp images and logos. VistaPrint recommends at least 300 DPI for print artwork.

Check contrast: small text should be easy to read against its background.

If using a QR code, test it from the preview at a realistic printed size.

Color reminder: Printed color can look different from color on a screen. Review the proof carefully and use approved brand colors whenever exact color consistency matters.

Review, Order and Save

9

Preview both sides

Open the full preview and inspect the front and back. Confirm that nothing is cut off, too close to an edge, blurry or unexpectedly hidden.

10

Proof every detail

Read the card one line at a time. Confirm spelling, phone number, email address, website, title and QR destination. Ask another person to review it before ordering.

11

Select paper, finish and quantity

Choose from the paper stocks, finishes, corner styles and quantities available for the selected card. Pricing changes with these choices, so review the updated total.

12

Add to cart and complete checkout

Add the approved design to the cart. Review quantity, production options, shipping address, delivery estimate and final price before submitting payment.

13

Save the finished project

Keep the VistaPrint project in the account and save the final artwork files in a shared business folder. This makes reorders and future updates easier.

Final approval checklist

Correct logo version	Correct name and role
Correct phone and email	Correct website or QR link
Front and back reviewed	Safe area and bleed reviewed
Paper, finish and quantity confirmed	Shipping address confirmed

Official VistaPrint references

- [Business Cards](#) — product choices, templates and upload-your-design options.
- [How to Design a Business Card](#) — card dimensions, bleed, trim and safety guidance.
- [Business Card Layout Tips](#) — resolution, safe zone and print formatting guidance.

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