



## Instructions to Order Door Hangers or Business Cards on Vistaprint

- 1) Save the Door Hanger or Business Card files to your computer.
- 2) Go to <https://www.vistaprint.com>
- 3) In the search bar, type in "Door Hanger" or "Business Card"
- 4) For Door Hangers...
  - a. Select "Shop Now" under the Door Hangers results
  - b. Select the first size (3.5" x 8.5") and your quantity and select "Start Designing"
  - c. Find the "Use your complete design" section and select "Upload it"
  - d. In the Images section, select "My Computer" to upload the file.
  - e. The file will appear in the Recent Images section on the page. Drag the file image to the design box.
  - f. Once shown in the Preview, select "Next"
  - g. Select the blank back side, or customize your own! Select "Next"
  - h. Check the "I have reviewed and approve my design" box and select "Next"
  - i. Choose your paper thickness, finishes, STANDARD corners, select your quantity and select "Next"
  - j. Sign into Vistaprint or Continue as a guest to checkout
- 5) For Business Cards...
  - a. Scroll down to the "READY TO START NOW?" section and find "Upload your design"
  - b. Click "Upload now"
  - c. Select the Standard design (3.50 x 2.00 in)
  - d. In the Images section, select "My Computer" to upload the file.
  - e. The file will appear in the Recent Images section on the page. Drag the file image to the design box.
  - f. Once shown in the Preview, select "Next"
  - g. Select the blank back side, or customize your own! Select "Next"
  - h. Check the "I have reviewed and approve my design" box and select "Next"
  - i. Choose your paper thickness, finishes, STANDARD corners, select your quantity and select "Next"
  - j. Sign into Vistaprint or Continue as a guest to checkout
- 6) Your order will print, ship and deliver as you've selected! Once delivered, you're ready to start selling!