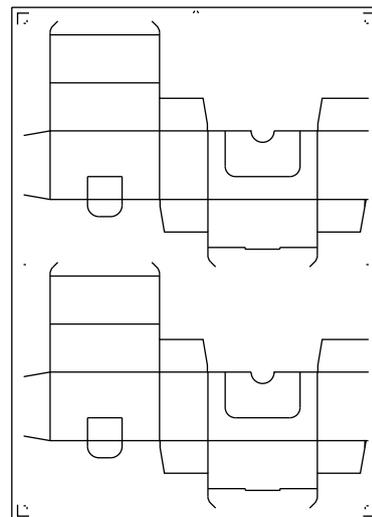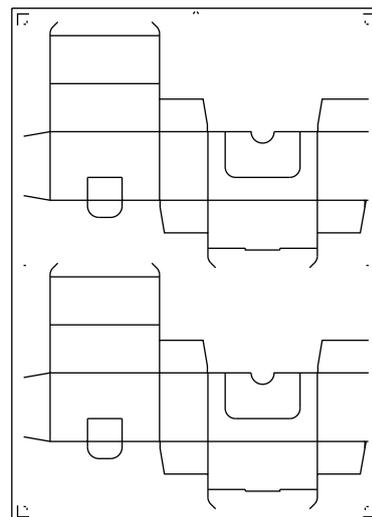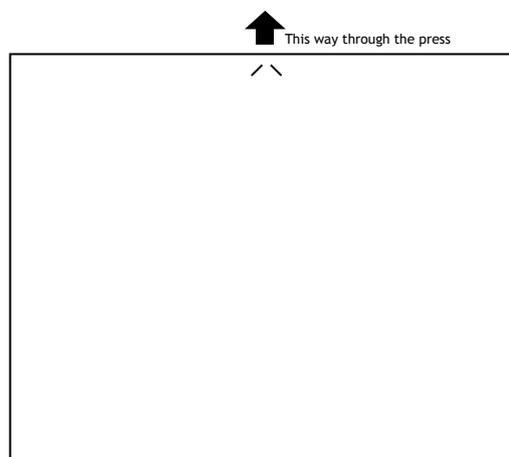## 1. Contents

2 up Business Card Box x 110 sheets

2. Artwork Guidelines

1. Allow at least 3mm bleed over all cuts and on to the glue flaps.

2. Keep glue flaps print free where possible.

3. Use the outer line of the artwork template to centre your artwork on the sheet.

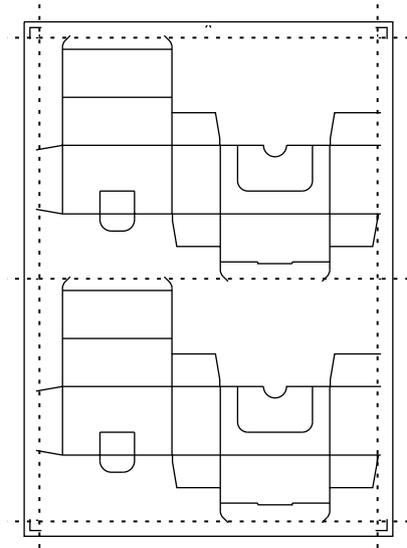4. View the artwork template for more information.

3. Printing Guidelines

1. Print on the coated side of the stock.

2. This stock should only be used from the bypass tray and in simplex mode.

3. Maximum tray load should be 30 sheets.

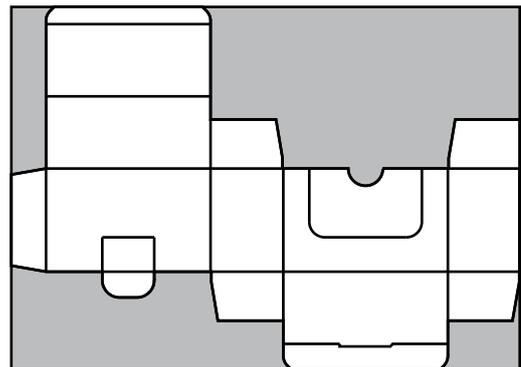4. Print with the arrow indicator on the leading edge, as shown.

This way through the press

4. Trimming Guidelines

Guillotine along all trim marks as indicated by cuts on the sheet.

5. Finishing Guidelines

1. Where possible pre-fold perforated lines.

2. Tear off excess board (shown in grey).

6. Gluing Guidelines

1. Apply double sided tape to the glue flap on the printed side of the product, in the grey area indicated (Fig. 1).

2. Place the box print side down and fold on creases A and B so that the end panel folds on to the glue flap (Fig. 2).

3. To complete, fold the product in to shape - be careful not to tear the perf on the removable front panel. Locate the other panels to create a box or a dispenser.
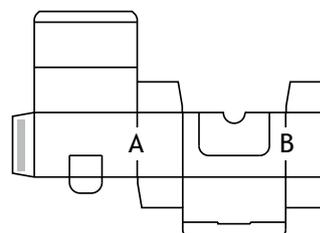
Fig. 1

Fig. 2

A   B

B   A

Box

Dispenser