



Digital Design Graphics Technology  
Napa Valley College

Gary Strommen  
Program Coordinator  
[gstrommen@napavalley.edu](mailto:gstrommen@napavalley.edu)  
707-256-7526

## DDGT121 Business Card

You will submit a PDF of your business card into the handins folder. You can make it double sided if you wish (and if it makes sense).

Your Photoshop document criteria:

- Include a bleed area
- Include cutting guides
- The document should be in CMYK mode
- The document resolution should be appropriate for printing
- All colors that are meant to be black should be set for “true black” and will be verified by the instructor upon submission
- All elements the business card should be vector

Elements to include (items in red are required):

- **Logo (in vector)**
- Company Name
- Slogan
- **Your Name**
- **Job Title**
- Company Address
- Company Phone #
- Cell #
- Fax #
- **E-Mail**
- **Website Address**

*Updated 4/8/2016 gjs*