

Business Card Details

We offer two ordering options, one is "Translation/Typesetting Only" for customers who already have a preferred printer, and the other one is the "Printed cards with translation" option for customers who would like us to print the business cards for them.

Option 1: Printed Cards with Translation

Option 2: Translation Only

Required Files from Clients

So that we can best meet your needs please send us your English card file or template file. The file should include the company logo, card color and contents (address, numbers and other information listed on the card). All contents should be accurate so they can be easily "transferred" to another language on the back of the card. We accept common file formats such as Illustrator, Photoshop, InDesign and EPS format. If you do not have an English card and wish that we design one for you, you can choose from one of our [business card templates](#).

We do not recommend sending your artwork as a JPG or TIF, but if it is only available in these formats, you may send them and we will tell you whether these files can be used. With these files, graphics resolution and color matching is the main concern. Generally speaking, 300 dpi or higher resolution is necessary to maintain quality.

Option 1: Dual-sided Printed Cards with Translation

Turnaround (includes shipping times):

- Standard - 10 business days
- Rush - 4 business days

We have partnered with a local printer to offer our customers a one-stop high-quality printing option at a lower cost. This allows us more flexibility in providing a higher level of quality assurance and faster turnaround times. Below are the characteristics and properties of these business cards.

Weight and Thickness of Paper (Stock)

16pt Thick C2S (Coated to 2-Sides) Cardstock, Card size: 3.5x2

At PLG we use 16pt cardstock for all of our business card printing. This means that the paper thickness is .016 inch. In the printing business, either paper thickness or weight (in terms of "lb") is used to characterize the tier of paper quality. Generally speaking, heavier paper is higher quality.

NOTE: To provide customers a low cost solution, our printing process is standardized to one type of paper stock. If you have very specific standards for your business cards, we recommend using a local printer.

Coating

- Base coating: Our cards are printed on paper with a base coating that protects the paper. The text is then printed on top of the coating layer.
- UV coating: UV coating serves two purposes—it protects the text from wearing off and it gives the card a shiny finish. The use of UV coating is simply a question of customer preference. Please note that the UV coating will prevent you from writing on the card. If you foresee the need to make notes on the card, we recommend UV coating on one side only.

Coating options do not change card price.

Color

4/4 or 4/0 (4/1 is same price as 4/4) [4/4: 4 colors on both sides; 4/0: 4 colors on one side; 4/1: 4 color on one side and 1 color on the others.

We use CMYK color indices taken from the file you provide as the color print parameters for color cards. The logo artwork and template may include CMYK colors; however, due to a variation of ink material manufacturers, equipment setup, and printing processes by individual printers, the output of CMYK colors on the cards may not be EXACTLY identical to the color of your original English cards or the color on your computer screen. In most cases, there is not a noticeable difference. If it is critical that your cards be an exact color match to your English cards, we recommend that you provide the PLG translated artwork to your original printer.

Additional Options

We offer the following popular options at additional costs:

- Perforation
- Corner Rounding
- Hole Drilling
- Numbering
- Spot UV
- Metallic Ink

Please [request a quote](#) for pricing information.

Option 2: Translation/Typesetting ONLY

Translation and layout only, does not include printed cards. Please provide an English card artwork file if available. If you do not have an English card available, we can create one for you at a low cost.

Turnaround

- Standard - Within 3 business days
- Next Day - Less than 24 hours
- Same Day - Less than 12 hours

3rd Party Options

Under this option, a 3rd party printing company will print your business cards. Below are some affordable options.

- Avery
http://www.avery.com/avery/en_us
- Vistaprint
<http://www.vistaprint.com/>
- FedEx Office (previously Fedex Kinkos)
<http://fedex.com/us/office/>

Please [request a quote](#) for pricing information.