

# INSTRUCTIONS

----- CUT  
----- FOLD



**ALL FOLDS:  
FOLD NON-PRINTED  
SIDE OF SHEET TOGETHER**

## STEP 1:

Print this page. **NOTE:** Be sure you are printing the page at 100% scale. Check your print settings, and be sure they are not set to 'fit to page.' Your business cards will not fit in the pocket otherwise.

## STEP 2:

Cut your business card holder out along the darker, wider dashed line.

## STEP 3:

Fold along all fold lines (lighter, shorter dashed lines).

## STEP 4:

Using tape or glue, adhere **TAB A** to the back panel.



## STEP 5:

Adhere **TAB B** and **TAB C** where indicated using tape or glue.

This will form the pocket for your business cards.



## STEP 6:

Fill pocket with your business cards and pin up on a community bulletin board!

## FOR BEST RESULTS:

- Print in color on white card stock. Or take the file to your local copy shop for even better results.
- Use an x-acto knife and ruler for cleaner, straighter cuts.
- Score the fold lines by using a ruler and running an x-acto knife upside-down, very lightly, along the fold lines for ease of folding.

# BULLETIN BOARD BUSINESS CARD HOLDER



Want to customize this business card holder with your logo, contact info, or other colors and patterns? [EMAIL ME](#) with your request and I'll get back to you with a personalized quote. Or check out my [KATY DWYER DESIGN ETSY SHOP](#) to add your profession and choose from five colors.