



## Greeting Card Checklist

For pricing [click here](#)

Please follow each step carefully to ensure accurate printing

### **Step 1:** Enter Your Card Message

Type your card message into the text box provided.

**NOTE:** You will need to add returns to center your text vertically on the card.

- Without a logo: Maximum 30 words
- With a logo: Maximum 15 words
- Font: Times New Roman
- Style: Italic
- Size: 14 pt
- Color: Black ink only

### **Step 2:** Add Your Logo (Optional for additional charge)

If you are including a logo, please follow the sizing guidelines below for best results.

- Maximum logo size: 1.5" wide × 0.5" high
- Image box is located at the bottom center of the card

To upload your logo:

1. Click on the image box
2. Click Browse
3. Select your logo or image
4. Click Open

### **Step 3:** Once your card is complete. Save and Submit

- Save your file as a PDF
  - Send the PDF as instructed or to your sales representative
- Review spelling and formatting carefully before saving your PDF.

**Please note:** Maple Ridge Farms prints greeting cards exactly as submitted and cannot be responsible for spelling or grammatical errors in customer provided messages.