

# GotPrint Collector Card

## Ordering Guide



**For 2.5" × 3.5" Collector Cards**

**FOLLOW THE STEPS IN ORDER. The screenshots show what your screen should look like.**

### Before You Start

- ☐ Use the FRONT and BACK design files I sent you.
- ☐ I recommend ordering 50 cards as a test batch before placing a larger order.
- ☐ Do NOT manually drag, stretch, enlarge, or reposition the artwork.
- ☐ If your screen does not look like the examples in this guide, STOP and send me a screenshot.

### Recommended Print Options

- ☐ Paper: 14 pt. Gloss
- ☐ Color: Full Color Both Sides
- ☐ Quantity: 50 for your first/test order
- ☐ Rounded Corners: None
- ☐ Coating: High Gloss UV Coating Both Sides
- ☐ Production Time: Regular

### Steps 1-4 - Get to the Upload Screen

1. Search GotPrint for “Collector” and select Collector Cards.
2. Choose the 2.5" × 3.5" orientation that matches your design: Vertical or Horizontal.
3. Choose the recommended print options above.
4. Select Upload Front, then Browse Files, and upload the FRONT design file I sent you.

## STEP 5 - Position the FRONT Design

When the design appears in the Instant Processing Proof:

- ☐ Scale Proportionally is checked.
- ☐ Snap to Guides is checked.

**ORDER MATTERS: 1) SELECT FIT FIRST → 2) THEN TURN QUICK PREVIEW ON**

**Instant Processing Proof**

**ⓘ DO NOT shrink or resize the artwork just to make the red ⓘ disappear.**

You may see a red ⓘ warning after positioning your design. This can appear because the artwork extends into the bleed area. For these card designs, that is intentional.

The background and outer border are designed to extend beyond the trim line while important content remains safely inside the card.

**Understanding Bleed & Safety Areas**  
Before positioning your card, remember: Background colors, borders and decorative artwork should extend through the bleed area so no unwanted white edges appear after trimming. Important elements—including text, K9 photos, logos and QR codes—should remain inside the safety area so they aren't accidentally trimmed.

**① Select FIT FIRST.**

Quick Preview ☐ No **② THEN turn QUICK PREVIEW ON.**

Reset Orig Center **Fit** Left Right

☒ Scale Proportionally ☒ Snap to guides

By continuing, you are approving this design.

**Continue**

Cancel

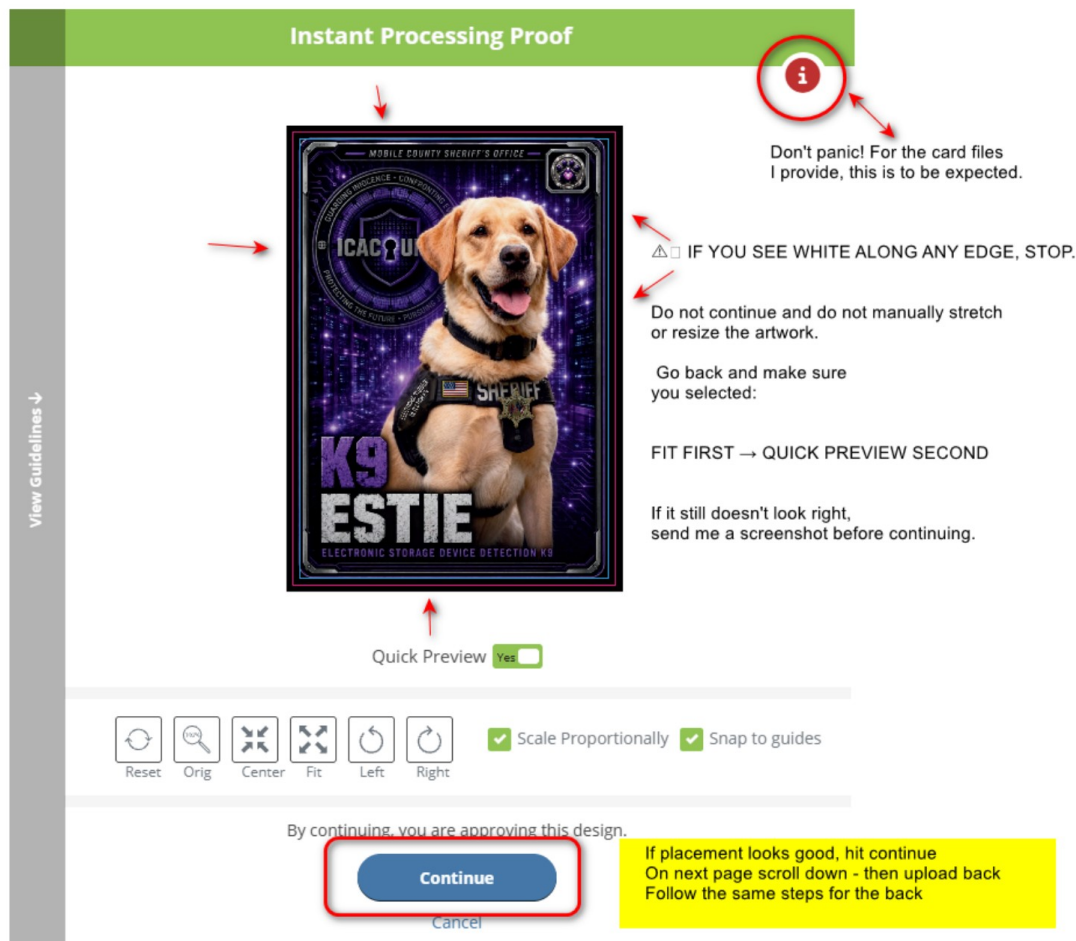
### About the red ⓘ warning:

For the card files I provide, this may be expected. The artwork intentionally extends into the bleed area so the printer has extra background to trim away. Important text, logos, photos, QR codes, and the main card frame remain safely inside the design.

**DO NOT shrink or resize the artwork just to make the red ⓘ disappear.**

## STEP 6 - STOP & CHECK THE FRONT

With Quick Preview ON, compare your screen to this example.



- ☐ The artwork completely fills the card.
- ☐ There are NO WHITE EDGES around the artwork.
- ☐ The card/frame is not cut off.
- ☐ Nothing appears shifted or off-center.

**IF YOU SEE WHITE ALONG ANY EDGE, STOP. Do not stretch or resize the artwork. Go back and confirm: FIT FIRST → QUICK PREVIEW SECOND.**

## STEP 7 - Upload the BACK

If the front looks correct, select Continue. You may need to scroll down because GotPrint may return you to the top of the page. Select Upload Back and upload the BACK design file I sent you.

**Repeat the SAME process for the back: FIT FIRST → QUICK PREVIEW SECOND → CHECK FOR WHITE EDGES**

## STEP 8 - Final Check: TRIMMED PREVIEW

After both sides are uploaded and positioned, select View Proofs.

**Turn Trimmed Preview ON.**

ProductsBusiness CardsMarketing & StationerySigns & BannersInvitations & EventsStickers & LabelsGifts & DécorApparelIndustries



Back



Download Print PDF Preview

Guidelines

Trimmed Preview

Before you proceed, confirm the following:

- Information on your files is accurate and spelled correctly
- Text size is legible (recommended size no smaller than 10 pt.)
- Image uploaded should extend to the black line of print area.

[See Examples](#)

**Product Details** [Edit](#)

**Size:** 2.5" x 3.5"  
**Color:** Full Color Both Sides  
**Orientation:** Vertical  
**Paper:** 14 pt. Gloss  
**Quantity:** 50  
**Production Time:** Regular (2-4 Business Days)  
**Coating:** High Gloss UV Coating Both Sides

**Approve your Files for Print**

By checking the box below, you acknowledge that upon order approval, you assume responsibility for any typographical errors and layout issues. Once the order is submitted for printing, changes cannot be made.

☐ I've reviewed and approve my design.

Subtotal (excludes shipping) :

\$18.38

Add To Cart

Proceed to Checkout

Want to order a different way? [Go Back](#)

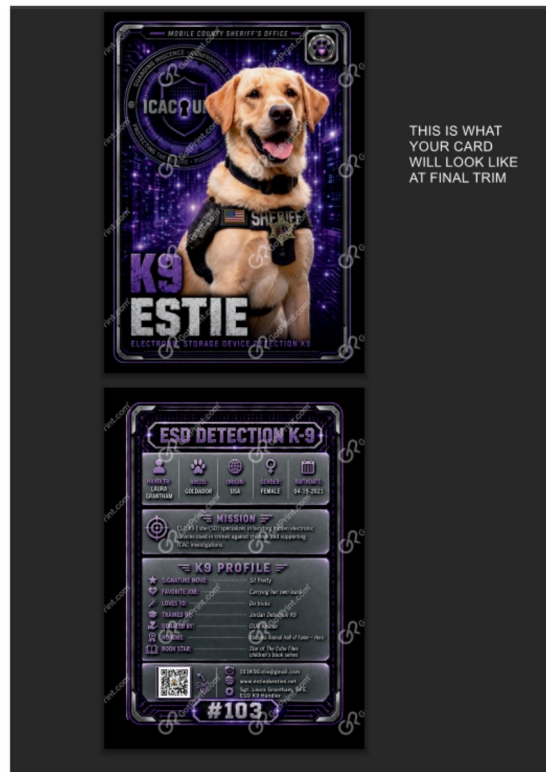
TURN THIS ON TO SEE HOW THE TRIMMED CARD WILL LOOK

**Your screen should then show the approximate final trimmed card:**



## STEP 9 - Download & Review the FINAL PDF

Select Download Print PDF Preview and open the PDF before ordering.



### THIS IS YOUR LAST CHECK BEFORE ORDERING.

- ☐ Front looks correct.
- ☐ Back looks correct.
- ☐ No white edges are visible.
- ☐ Nothing important is cut off.

## STEP 10 - Order Your TEST Batch

If everything looks correct, place your order. I recommend starting with 50 cards. A design can look different on a phone or computer screen than it does once physically printed and trimmed, so the small test batch lets you check the finished product before ordering a larger quantity.

**Something doesn't look right? DON'T ORDER YET. Send me a screenshot and I'll be happy to look at it with you.**

### When your cards arrive, please tell me how they look!

I genuinely want you to be happy with them and proud to hand them out. If something needs to be adjusted after seeing the printed version, I'm happy to make changes before you place a larger order.

**Thank you for allowing me to honor you and your K9 Team.**

**Laura G & K9 Estie** 🐾

### Want an Extra Set of Eyes?

If you're unsure about your file setup, GotPrint offers a Manually Processed PDF Proof option for a small additional fee. A GotPrint employee will check that your files meet their print specifications. If they find a problem, they'll contact you; otherwise, they'll send you a PDF proof to review and approve before printing.

Please note: This is a technical print-file check. GotPrint does not proofread spelling, text, or other content.

#### **Instant Online Proof:**

An instant proof will be available for you to review and approve. If you select this option, you must check your files for errors, as GotPrint will not provide you with an additional proof.

#### **Manually Processed, PDF Proof:**

**24 Hours (Excluding Weekends and Holidays).** We will check your files and ensure they have the correct file specifications. If we find any problems with your files, we'll contact you, otherwise you'll receive a link to your PROOF to review within 1 business day.

#### **Note:**

Prices include processing one set of uploaded files and creating a single proof. You can view the [status of your order](#) online 24/7 under "My Account."