

VistaPrint.com - General Instructions Self-Care Punch Cards

Vistaprint.com business size cards are a standard business card size (3.5" X 2"). They can be ordered in small quantities and in several card stocks and finishes. Printing is in full colour, on both sides of the card.

Once you have paid for your order, you will receive an email from Energy Magazine that contains the file(s) for downloading to your computer. You should receive one image file and one appointment information file. These instructions will also be included in the email so you can download them if you desire.

Open the file titled *self-care-punch-card-back-re.pdf* in Adobe Acrobat Reader or Adobe Acrobat Pro. This file is a writeable PDF. There are five lines available for you to add your personal and/or practice information. Type in your information. Save the finished document to your computer as a PDF file.

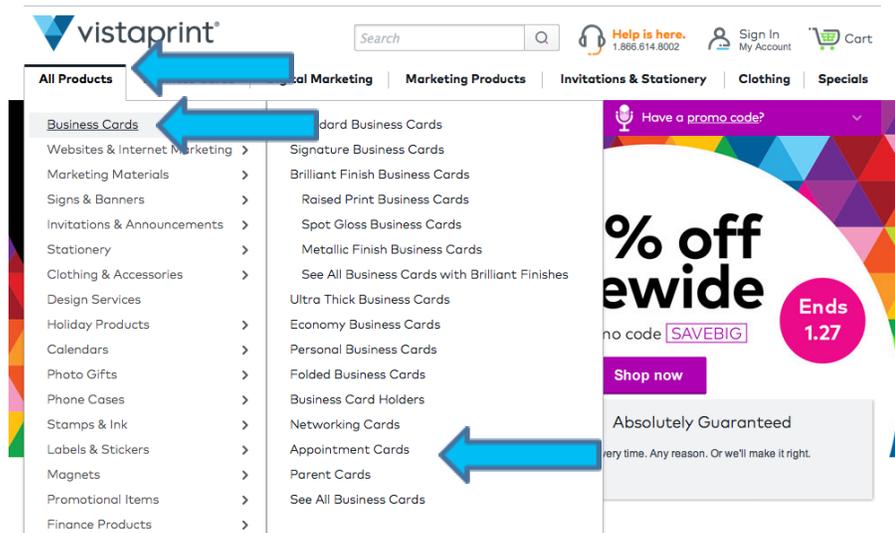
You are now ready to upload and order your cards through VistaPrint. (*Note: you can only choose one front side for your order, either 4, 6 or 8 circles.*)

Note: The following directions are written based on the Practitioner Appointment Cards but the directions are the same for the punch cards.

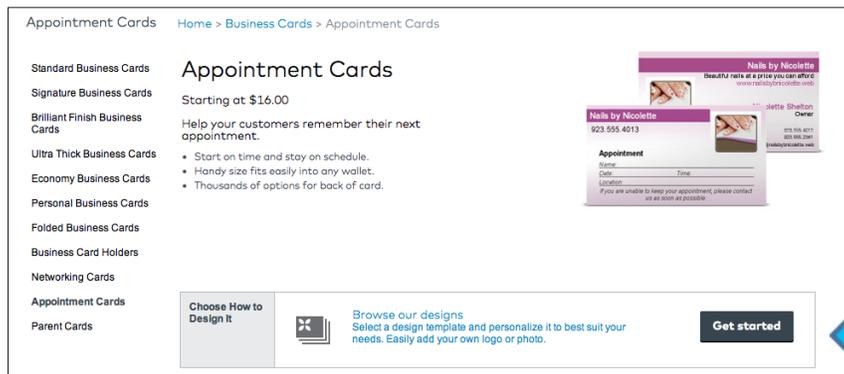
Vista Print - Directions for Printing Personalized Appointment Cards

Go to Vistaprint.com

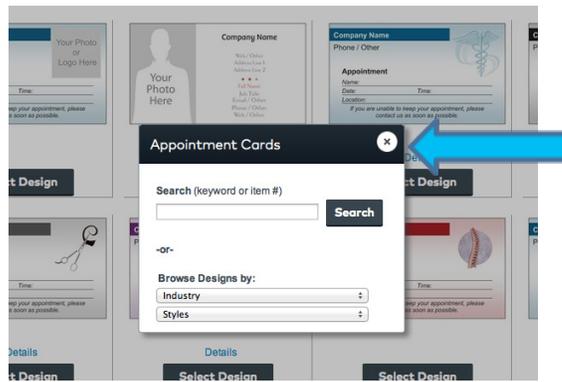
Hover over All Products in the top tool bar, hover over Business Cards in the dropdown menu and then click on Appointment Cards in the second dropdown menu.



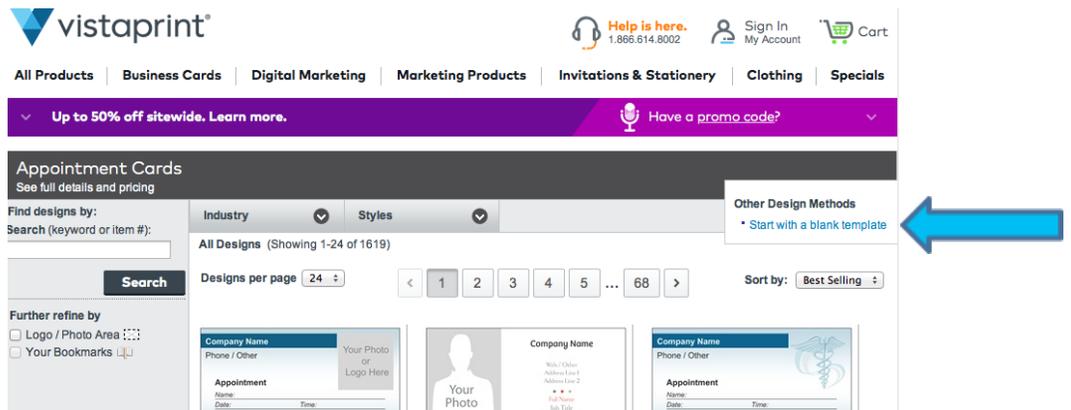
Click on Get Started



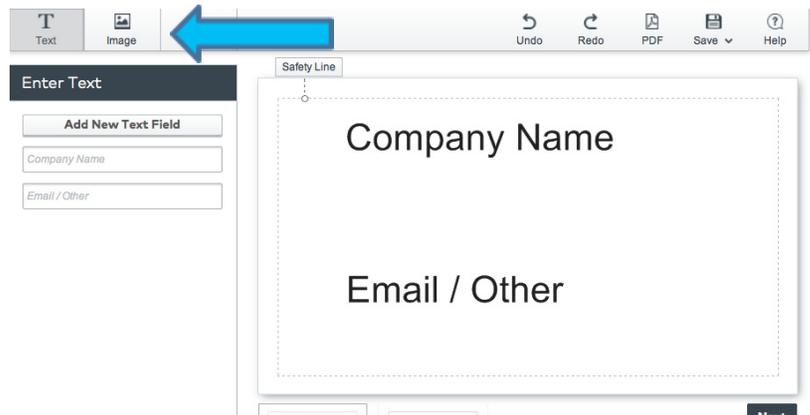
Click on the **X** to close pop up screen.



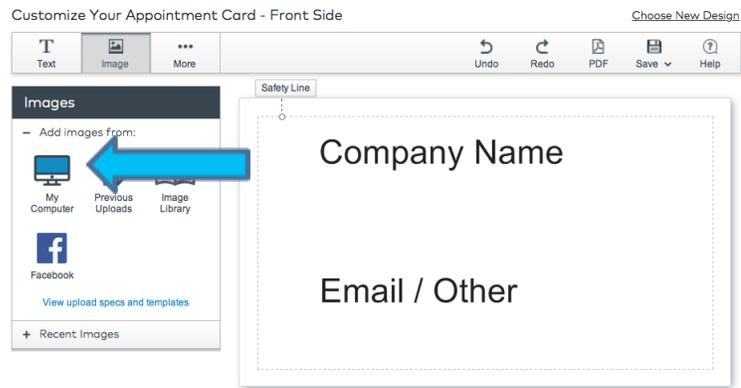
In the Other Design Methods box, click on **Start with a blank template** on the right side of the screen



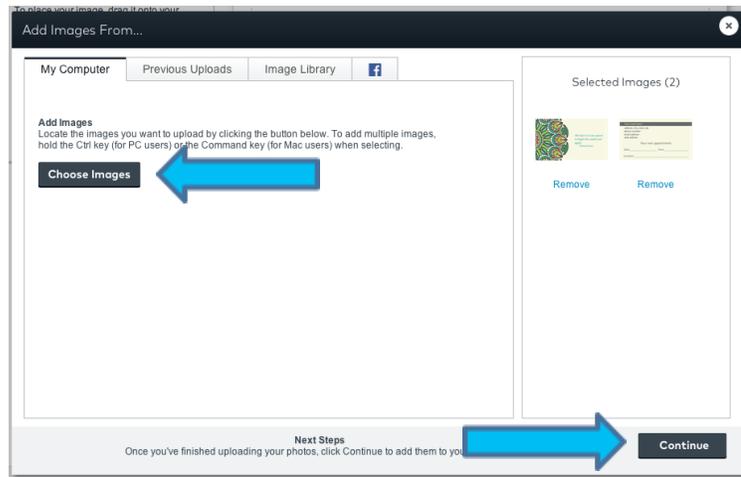
Click **Images** in the top toolbar.



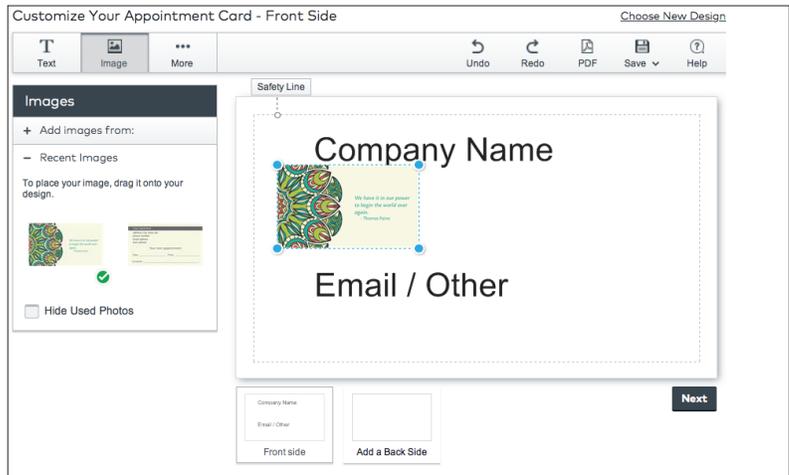
Click **My Computer** on the left side of the screen



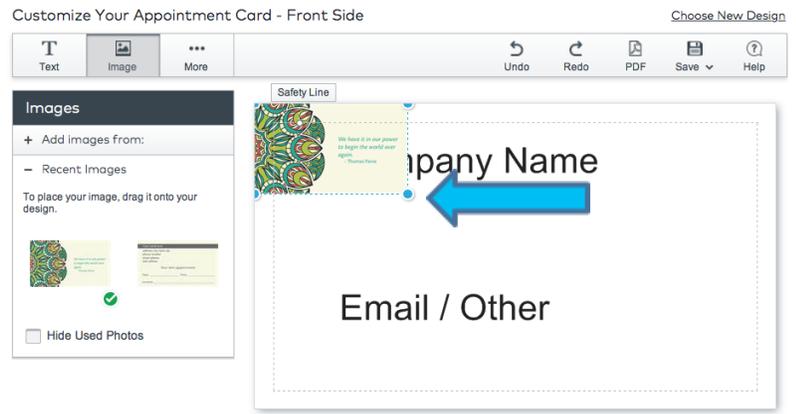
Click Choose Images and then select the appropriate ones from your computer. Wait until they upload; they will appear on the right side of the screen. Then click Continue.



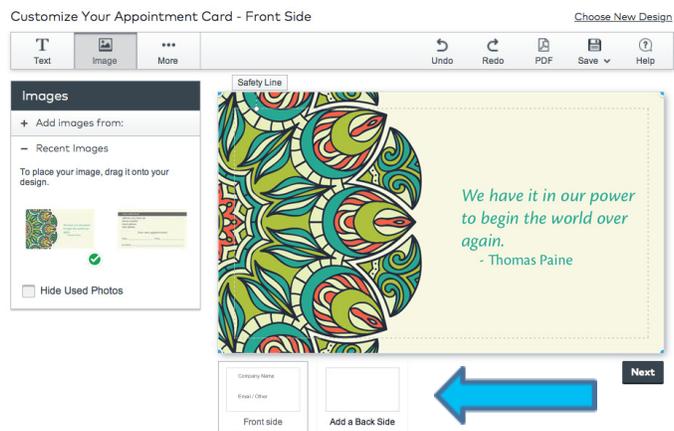
Drag the image into the design.



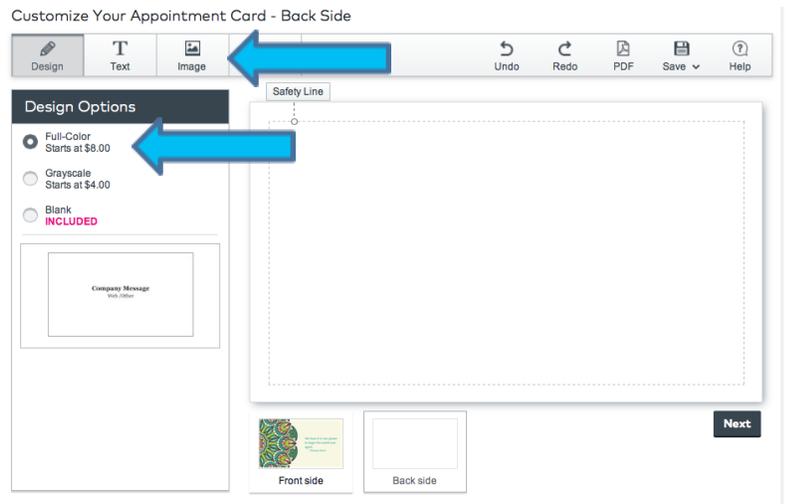
Click on the image in the design and drag it to the top left corner. Then click on the bottom right blue dot and drag the image until it fills the entire screen. The image will size proportionately.



Click on Add Back Side.

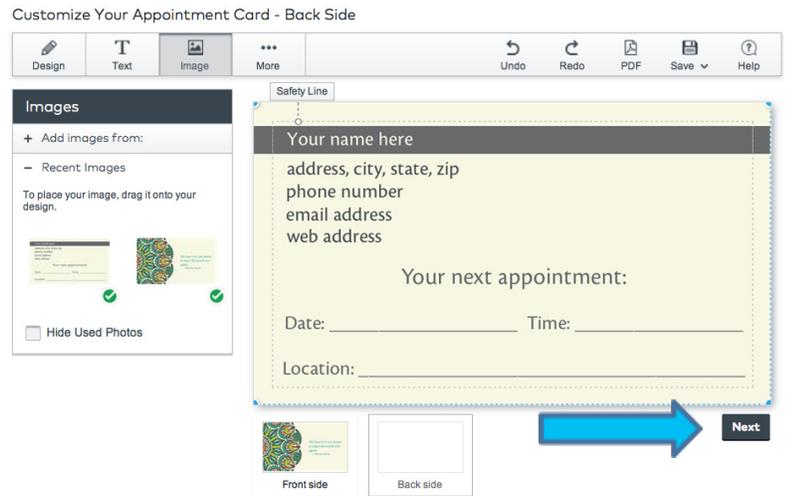


Click on Full Color on the left side and then click on Images in the top toolbar.



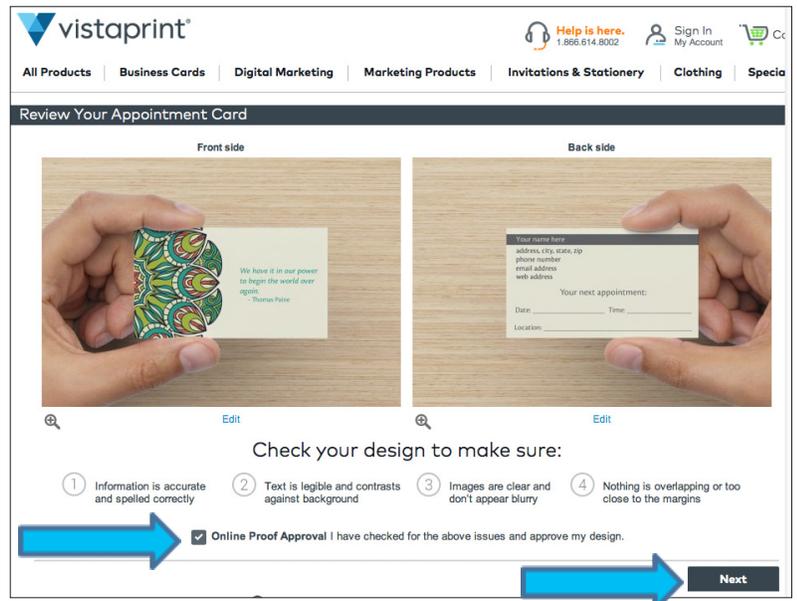
Drag the image into the design. Click on the image in the design and drag it to the top left corner. Then click on the bottom right blue dot and drag the image until it fills the entire screen. The image will size proportionately.

Once sized, click on Next.



A proof of your design will come up. Check to see that everything is correct by following the numbered instructions.

If the design is OK, check Online Proof Approval and then click Next.



Continue as a guest, register as a new customer or sign in as an existing customer.

To Continue...

What is your e-mail address?
E-mail:

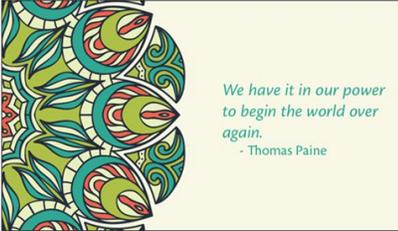
Do you have a Vistaprint password?
 No, I am a new customer.
 Yes, I have a password.

Password:

Keep me signed in.

Sign In

Forgot your password?
[Show my password hint](#)
[Reset my password](#)



We have it in our power to begin the world over again.
- Thomas Paine

Continue as guest

Don't feel like entering in an e-mail and password right now?
Continue as a guest, but remember you will not be able to save your work for future visits.

Continue

Then choose the quantity, type of paper and finish. We recommend a matte finish. The matte finish will be easier to write on. Gloss finishes do not absorb ink. Then proceed to check out.

Quantity

Choose Your Quantity

Get great value on all quantities.



| Quantity | Price Per Piece | Price |
|--------------------------------------|-----------------|----------|
| <input checked="" type="radio"/> 100 | \$0.24 | \$24.00 |
| <input type="radio"/> 250 | \$0.12 | \$31.00 |
| <input type="radio"/> 500 | \$0.07 | \$36.00 |
| <input type="radio"/> 1000 | \$0.06 | \$58.00 |
| <input type="radio"/> 1500 | \$0.05 | \$80.00 |
| <input type="radio"/> 2000 | \$0.05 | \$102.00 |
| <input type="radio"/> 2500 | \$0.05 | \$124.00 |
| <input type="radio"/> 5000 | \$0.04 | \$186.00 |
| <input type="radio"/> 10000 | \$0.03 | \$330.00 |

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FEATURED STOCK

Signature Glossy

You'll love how this luxurious stock looks and feels. It's 30% heavier than standard glossy - and has a shiny finish that brings photos and logos to life.



Choose Your Paper Stock

| Stock Type | Price | Description | Action |
|--|-----------------|---|--|
| Signature Glossy (FEATURED STOCK) | \$8.00 | Vibrant images - They'll virtually pop off your card. Super durable - Tough enough for all wallets and purses. Intensely glossy - That extra shine you need to stand out. | Select |
| Signature Matte | \$8.00 | Smooth, elegant finish gives a professional look. | Select |
| Glossy | INCLUDED | A good option for photos. | Select |
| Recycled Matte | \$8.00 | Go green with 100% recycled paper. | Select |
| Matte | INCLUDED | The budget-friendly choice. | <input checked="" type="radio"/> Select |

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