

What you need:

- Good quality A4 card
- Paper trimmer

Instructions:

- 1. Type in your contact details on the first card only, in the spaces indicated
- 2. Click anywhere outside the boxes to copy the text across all the cards
- 3. Place the A4 card in the rear paper tray of your Epson WorkForce printer
- 4. In your printer settings, change Paper Source to "Rear MP Tray" and Paper Type to "Thick-Paper"
- 5. Make sure colour is set to "Colour" and quality is set to "Quality"
- 6. Print and cut out your personal business cards to impress clients and prospects at meetings and events









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