TOASTMASTERS INTERNATIONAL®

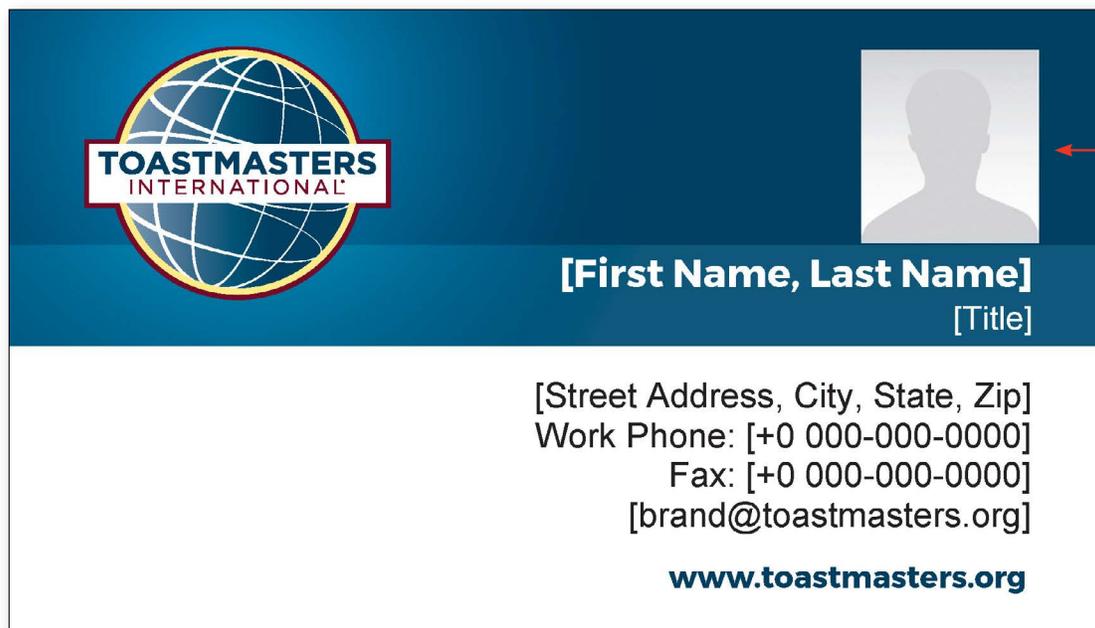# Toastmasters International Business Card Spec Sheet

Now that you have decided what layout you would like to use for your Toastmasters business card, it's time to set it up. Creating your business card requires a free font named Montserrat.

Download	▪ Montserrat is a free font available for download: **Montserrat**

Once you have downloaded Montserrat, you are ready to open the PDF file and enter your personal information. If you are going to list any numbers on the card, please specify whether it is a Fax, Home Phone, Cellphone, or Work Phone, as shown in the sample below.

After you have filled out your business card, save the file and have them professionally printed, either at a local print shop or online. Please note that these files are optimized to fit a 3.5 inch by 2 inch business card. The business cards are optimized for pictures that are 500 by 500 pixels.

TOASTMASTERS INTERNATIONAL®

[First Name, Last Name]
[Title]

[Street Address, City, State, Zip]
Work Phone: [+0 000-000-0000]
Fax: [+0 000-000-0000]
[brand@toastmasters.org]

www.toastmasters.org

Business card not to scale

If you are opting to use a business card with a picture, click on the gray box to upload your photo. Use a high-resolution color photo that is taken against a white background. You should opt to use a headshot picture of yourself with nothing distracting or other people in the background.