|  |  |
| --- | --- |
| Artist’s Name  **“Title”**  Medium $000.00 | Artist’s Name  **“Title”**  Medium $000.00 |
| Artist’s Name  **“Title”**  Medium $000.00 | Artist’s Name  **“Title”**  Medium $000.00 |
| Artist’s Name  **“Title”**  Medium $000.00 | Artist’s Name  **“Title”**  Medium $000.00 |
| Artist’s Name  **“Title”**  Medium $000.00 | Artist’s Name  **“Title”**  Medium $000.00 |
| Artist’s Name  **“Title”**  Medium $000.00 | Artist’s Name  **“Title”**  Medium $000.00 |

**Instructions for Creating Show Cards on Avery Business Cards**

**For All Show Cards:** Use Arial or Times New Roman font.

**Option #1**: Use **Avery Template #8371** to create business-size show cards (2” x 3.5”) with the following information centered on the cards:

**Artist Name**

**“Title”**

**Medium Price**

**Option #2:** If you do not have access to Avery Templates, you can still print onto business cards following the instructions below: Avery Clean-Edge Business Cards are recommended. If you use a different brand, be sure it is compatible with Avery Template #8371 with 10 cards per page.

1. Open the **Template 2 x 3.5 Show Cards Business Card Size 2 x 3.5** in WORD and save a master copy for future uses.
2. Open another copy of the file and save a new page for each set of 10 show cards.
3. Instruction words appear in each box.
4. Type your own name, title, medium and price in place of the example or instruction words. **Size and spacing should be preserved if you type directly over the existing words**. You may need to adjust the size of the font to accommodate longer names or titles, but be sure not to let the boxes expand.
5. Print on Avery Clean Edge Business Cards (or comparable brand with 10 cards per sheet @ 2” x 3.5”).