



## Soroptimists STOP Trafficking Rack Card Printing Instructions

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SIA has designed a Soroptimists STOP Trafficking rack card, *Slavery's New Face: The Sexual Trafficking of Women and Girls*, to help clubs raise awareness about sex trafficking. The card is available as a writeable PDF document, which clubs can personalize and print at a local print shop or online printing vendor. If you are printing more than 250 cards, we recommend using the online printing vendor: [printingcenterusa.com](http://printingcenterusa.com), as the company is set up to produce high volume print jobs at a very low cost. Please find below easy-to-use printing instructions for printing the cards at either a print shop or through an online printing vendor.

### Option 1: Print the cards at a local print shop

- Email the pdf file, or bring a copy of it on a disk, to a local print shop, such as Kinko's
- Give your contact at the shop the following specs:
  - Document Type:** Double-sided Rack Card
  - File Type:** Adobe PDF
  - Document Size:** 4 x 9
  - Paper Stock:** 100# gloss cover or close equivalent
  - Ink Color:** 4/4
  - Special instructions:** Print document front to back, head to toe, and cut to size (4 x 9)
- Ask to see a proof before they run the job
- Money saving tips: Many print shops can cut printing costs if you bring your own paper. You can buy paper in large quantities online or at stores like Staples or OfficeMax and bring it to your printer. Make sure to ask your printer if this is okay before you purchase the paper elsewhere.

### Option 2: Print the cards using an online printing vendor

- Go to <http://www.printingcenterusa.com>
- On the left side of the homepage under products click the "Rack Cards"
- On the right side under "Printing Options" select the following:
  - Size:** 4 x 9
  - Paper Stock:** 100# gloss cover
  - Ink Color:** 4/4
  - Varnish:** No
- Choose the turnaround time and quantity desired
- Enter your zip code to calculate the shipping cost
- Enter your name, email address and phone number
- Click the "Order/Upload File" button
- Enter your contact and shipping information
- Under "File Transfer Information," select the following:
  - Platform:** Choose PC or Mac
  - New Files?:** New Files
  - File Type:** Acrobat PDF
  - Other File Type:** NA
  - Attention:** Anyone
- Under "File Upload," click the "Browse" button and find your file, then click "Upload Files."