

# How to print a Bill Stuffer using VistaPrint

Bill stuffers may be printed in-house or through a local printing service. If those options aren't right for you, VistaPrint is a cost-effective printing service available across the province. Use this guide to print the Property Tax Bill Stuffer using the supplied PDF file.

## Step 1: Go to the flyer page

- Visit: <https://www.vistaprint.ca/marketing-materials/flyers>
- Select “Upload your design”

## Step 2: Set your flyer size

- Under **Size**, select: **3.75” x 8.25”**

## Step 3: Choose print options

Select options that match your needs:

- **Product Orientation:** Vertical
- **Paper Thickness:**
  - Budget, Standard, Premium, Premium Plus or Deluxe
- **Paper Stock:**
  - Glossy (brighter colours), Matte (non-glare), Recycled
- **Quantity:** Choose how many copies you need

## Step 4: Upload your PDF

- Click **Upload your design**
- Select Upload from this device and select the provided **PDF file** that you have saved to your computer

- Wait for upload to complete
- Select page 1 of the PDF so it appears on the Front. Then, select Back on the right-side of the screen and select page 2 of the PDF.

## Step 5: Review your proof carefully

- Use the preview tool to confirm final appearance before ordering

## Step 6: Add to cart and checkout

- Click **Next** and continue to review.
  - Review your selections:
  - Quantity, Paper type
- Add to cart
- Enter shipping and payment details
- Place your order

## Step 7: Delivery

- Your flyers will be printed and shipped to your address
- Delivery time depends on selected shipping option.

*Sample view of the preview provided of the front and back of the flyer.*

