

Business Card Requirements Sheet

(To be accompanied with a Copy/Print Request)

Style Requested:

- Style A – Senior Management (those who serve in Senior Management/Department Head roles)
- Style B – For Department Heads, Senior Management and General Employees
(**ONLY** Senior Management can choose from Style A or B)

Name: _____

Department: _____

Division (Optional): _____

Position Title: _____

Address: _____

Phone Number 1: _____

Check one: Confidential Fax Direct Fax Hotline Mobile Office

Phone Number 2: _____

Check one: Confidential Fax Direct Fax Hotline Mobile Office

Email Address: _____

Please note: Logos are not allowed on business cards.