

# BUSINESS CARD LAYOUT

**NOTE: LIST NAME(S) ON REQUISITION**

	<p><b>CITY OF BALTIMORE</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>← <b>DEPARTMENT NAME</b></p>
	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>← <b>NAME OF PERSON</b> ← <b>TITLE OF PERSON</b></p>
	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<p>← <b>SECTION, DIVISION, AND/OR BUREAU</b></p>
<p><b>Phone:</b> <input style="width: 150px;" type="text"/></p> <p><b>Fax:</b> <input style="width: 150px;" type="text"/></p> <p><b>Email:</b> <input style="width: 200px;" type="text"/></p> <p><i>If applicable:</i> <input style="width: 150px;" type="text"/></p> <p><b>Pager:</b> <input style="width: 150px;" type="text"/></p> <p><b>Cell:</b> <input style="width: 150px;" type="text"/></p>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div> <div style="border: 1px solid black; height: 20px; width: 100%;"></div> <p style="text-align: center;"><b>Baltimore, Maryland 212</b> <input style="width: 20px;" type="text"/></p>	<p>← <b>ADDRESS</b></p> <p>← <b>ZIP CODE</b></p>

## SAMPLE CARD

	<p>CITY OF BALTIMORE MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT</p> <hr/> <p><b>JOHN DOE</b> EMPLOYMENT DEVELOPMENT SPECIALIST WORKMATTERS/HABC WELFARE TO WORK DIVISION</p>
<p>j.doe@baltimorecity.gov 410-396-000 Pager: 410-000-000 Fax: 410-396-000</p>	<p>000 W. 00th Street Baltimore, Maryland 21218</p>

**ALL INFORMATION MUST BE LEGIBLE - PREFERABLY TYPEWRITTEN**

**MINIMUM AND MAXIMUM QUANTITY: 500 CARDS PER PERSON**

**DO NOT WRITE IN THIS SPACE**

JOB #	
DPO#	
DATE	