

# STANDARD CITY BUSINESS CARD LAYOUT

NOTE: LIST NAME(S) ON DIGITAL DOCUMENT DIVISION JOB REQUEST

	<b>CITY OF BALTIMORE</b>	
	<input type="text"/>	
	<b>Office:</b>	<input type="text"/>
	<b>Direct:</b>	<input type="text"/>
<b>Cell:</b>	<input type="text"/>	
<b>Email:</b>	<input type="text"/>	
Baltimore, MD 212 <input type="text"/>		

DEPARTMENT NAME

NAME OF PERSON  
TITLE OF PERSON

SECTION, DIVISION,  
AND/OR BUREAU

ADDRESS

ZIP CODE

**ALL INFORMATION MUST BE ENTERED BY FILLING IN FIELDS BY COMPUTER.**

## SAMPLE CARD

	CITY OF BALTIMORE MAYOR'S OFFICE OF EMPLOYMENT DEVELOPMENT	
		JOHN DOE EMPLOYMENT DEVELOPMENT SPECIALIST WORKMATTERS/HABC WELFARE TO WORK DIVISION
Office: 410-396-0000 Direct: 410-396-0000 Cell: 410-123-4567 j.doe@baltimorecity.gov	000 W. 00th Street Baltimore, MD 21200	

**NATIVE FILE MUST BE SENT TO PRINT SHOP.  
DO NOT SEND SCANNED COPY.**

**MINIMUM 250 AND MAXIMUM 1000 CARDS PER PERSON.**

**BUSINESS CARD STANDARDIZED COLOR  
PMS-456**

H-3

1400-10-51

28-1448-5098

(Rev. 09-25)