


STANDARD CITY BUSINESS CARD LAYOUT

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

	CITY OF BALTIMORE	
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Office:	<input type="text"/>	<input type="text"/>
Direct:	<input type="text"/>	<input type="text"/>
Cell:	<input type="text"/>	<input type="text"/>
Email:	<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**