

# Business Card Template Instructions

You cannot edit the business card templates. You must take them to a business card printing company for modification and printing. Here are examples of the business cards to help you plan what will go on your card. Please also provide this document to the print vendor as it includes further instructions.

## Examples with all fields filled out

There are two template options you can choose from: with or without a headshot.



## Examples with contact fields removed

You may remove contact information as you see fit. The cellphone and website fields have been removed in the examples below.



## Formatting details

Fonts and colors are illustrated below. Please use the following abbreviations for phone numbers: o (office), c (cell), and f (fax).

