


BUSINESS CARD LAYOUT

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



CITY OF BALTIMORE

Office:

Direct:


Cell:

Email: Baltimore, MD 212

- 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

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DO NOT SEND SCANNED COPY.**

MINIMUM 250 AND MAXIMUM 1000 CARDS PER PERSON.

**BUSINESS CARD STANDARDIZED COLOR
PMS-456**