# Information needed for Business Card

Reference: [www.cityofmadison.com/employeenet/toolkit/city-document-styleguide](http://www.cityofmadison.com/employeenet/toolkit/city-document-styleguide)

1. Copy/paste the table as many times as necessary.
2. Submit your request to Document Services either through Email or an Online Form:
[www.cityofmadison.com/employeenet/finance/document-services](http://www.cityofmadison.com/employeenet/finance/document-services)
3. A proof (PDF format) will be available in a shared folder for review.
4. Once the business card is finalized, you can submit your request to Dane County Printing & Services (DCPS) with the proof from the shared folder.
[www.cityofmadison.com/employeenet/toolkit/printing-services](http://www.cityofmadison.com/employeenet/toolkit/printing-services)

*DCPS prefers the PDF set up for economical pricing and quality printing/cutting.*

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| Title: |       |
| Department: |       |
| Division: |       |
| Unit: |       |
| Address: |       |
| Email: |       |
| Website: | cityofmadison.com/      |
| C (608): |       |
| P (608):  |       |
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