# 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.*

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