

ORDERING BUSINESS CARDS

Bureau Chiefs and Managers may order business cards for themselves and their staff through State Print & Mail.



Naming Specifications:

For Program and Division names, refrain from using “Montana” – since using “Montana Department of Commerce” on the photo-side of your business card will be sufficient explanation that programs are in Montana. For example, do not use “Montana Board of Housing” or “Montana Office of Tourism & Business Development” for Program or Division name, since MONTANA is already specified. Instead, use "Board of Housing" or "Office of Tourism & Business Development."

All business cards should use COMMERCE.MT.GOV as the primary website. The secondary website listed could be your Program or Division website, whichever is most immediately applicable.

When ordering, specify the following:

1. Required fields: Optional Fields:
 Name Position Title
 Program Division Name
 Telephone Number Mobile Phone Number
 Email Address Secondary Website Address
2. Quantity: Most people generally order 250 or 500, if more or less is desired, inquire with State Print & Mail.
3. Color choice: If no color choice is indicated, Teal will be used as the default.



Teal



Green



Gold



Orange

4. Photo choices: Choose four options from the following.



1. Billings



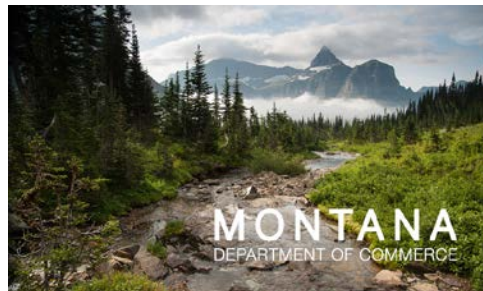
2. Winter



3. Philipsburg



4. Bighorn Canyon



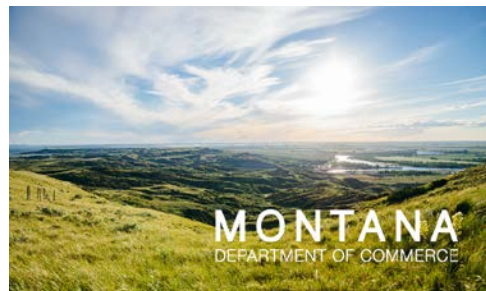
5. Thunderbird Mountain



6. Teepee



7. Paradise Valley



8. Plains