

UK Dining Business Card Template

This page contains an editable template for you to print business cards in your office. Use the following guideline while creating your cards.

Fill out this information

Name _____

Print the name you go by.

Title _____

Use your full title ("Student Worker", "Student Sous-Chef", "Student Trainer", "Student Manager", etc.)

Unit Name _____

Use the full name of the location in which you work ("QuickStop at Blazer", "Ovid's Café", "Commons", etc.)

Address _____

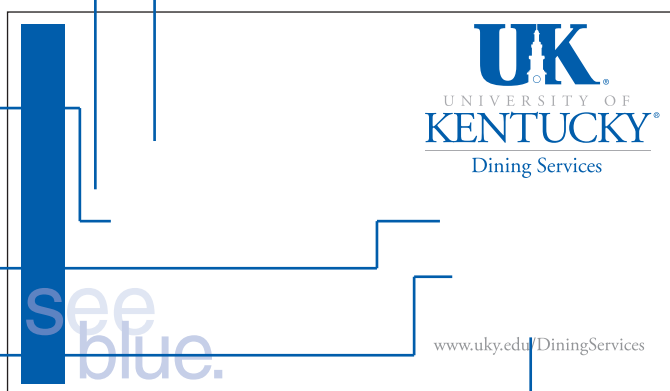
Use the address of your location.

Phone/Fax _____

Use the main phone number for your location. Format should follow the example. Fax number may be left blank.

Email _____

Use your official university email address.



Printing the Template

Please use only 65 -110lb. WHITE paper (Heavyweight paper or Cardstock). Do not print on plain copy paper or colored papers.

To print to correct size, make sure your printer is set to "Do not scale" or scale is set to 100%.

Set printer to print only Page 2 of this document.

If you have any questions, please contact the Marketing Department at sa-marketing@lsv.uky.edu or (859) 257-5260.





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