

## Business Card Work Sheet

<b>Date:</b>	
<b>Company Name:</b>	
<b>Contact:</b>	
<b>E-mail:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>Name of Project:</b>	
<b>Flat Size:</b>	
<b>Folded Size:</b>	

<b>Fonts:</b>	
---------------	--

If you would like a particular font, please let us know.

<b>Colors:</b>	
----------------	--

We print in process color on press, so let us know what colors you would like on your Business Cards.

**1.) Front Side of Business Card - If supplying a logo, please send it at time of order.**

<b>Name:</b>	
<b>Title:</b>	
<b>E-mail:</b>	
<b>Cell Phone:</b>	
<b>Address 1:</b>	
<b>Address 2:</b>	
<b>Address 3:</b>	
<b>City:</b>	
<b>State:</b>	
<b>Zip Code:</b>	
<b>Web Address:</b>	
<b>Logo Name:</b>	

**2.) Paste Logo in this box:**

**3.) Side Two of Business Card:**

**Is there anything else we should know in order to make this the best business card possible?**

If more room was needed, please attach any additional files that will help us with your order.

Please save this file and Up Load it when you place your order.

If you have all ready placed your order – please e-mail the completed file to: [csr@gg-az.com](mailto:csr@gg-az.com)

And reference your order number.      Sample order number: X-1001