



Business Card Request Form

Business cards may be provided to employees:

1. Whose job requires regular interaction with representatives of federal agencies; other contractors; state, local, or foreign governments; private industry; or the general public and
2. For whom a business card would facilitate prompt and efficient communication with such individuals and entities as a representative of Berkeley Lab for DOE.

The printing of these cards must be handled by CSO's Printing and Duplicating Services and will be printed following DOE regulations through the Government Printing Office (GPO). The policy may be found in the RPM S§1.21(C) and viewed on the Web at: www.lbl.gov/Workplace/RPM/R1.21.html

PLEASE FOLLOW THESE GUIDELINES:

For obtaining camera-ready art:

On page 2 of this form, provide the information you want in the right-hand column of the sample you choose.

1. Have your request reviewed and authorized by your Division Head or designee.
2. Mail the request form to CSO, MS 46-125, fax it to x5333, or email it to bizcards@lbl.gov
3. Your camera-ready art will be emailed to you for proofing.
4. Proof your camera-ready art carefully, and sign off on a proof prior to printing.

PRINTING OPTIONS:

- OPTION 1:** 250 cards will be delivered to the requestor's mailstop.
- OPTION 2:** Camera-ready copy, without the DOE disclaimer, will be sent to you for printing at your cost.

Requested by: _____
NAME MAILSTOP DATE

Authorized by: _____
DIVISION HEAD OR DESIGNEE SIGNATURE PRINT NAME DATE

The purpose of this approval is to comply with the California Education Code, which prohibits use of the University's name without permission from the Laboratory Director or his designee, and to avoid possible misrepresentation of the University or the Laboratory.

Account Number: _____ **Division:** _____


Artwork is provided at your request by the Creative Services Office (CSO), x6600

This Business Card Request Form can be obtained via the CSO website: www.lbl.gov/LBL-PID/CSO/cso/cso_downloads.html

BUSINESS CARD SAMPLES

(See instructions on reverse side)


Sample 1 (one-line title, one address)

	Lawrence Berkeley National Laboratory <small>Operated by the University of California for the U.S. Department of Energy</small>
	Insert Name, Ph. D. Title One Cyclotron Road MS: 00-0000 Berkeley, California 94720 Tel: 510-486-0000 XXxxxxx@lbl.gov

(Please fill in appropriate information)


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Sample 2

	Lawrence Berkeley National Laboratory <small>Operated by the University of California for the U.S. Department of Energy</small>
	Insert Name, Ph. D. Title Division One Cyclotron Road MS: 00-0000 Bldg. 00, Room 0000 Berkeley, California 94720 Tel: 510-486-0000 Fax: 510-495-0000 XXxxxxx@lbl.gov

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Sample 3 (Two affiliations)

	Lawrence Berkeley National Laboratory <small>Operated by the University of California for the U.S. Department of Energy</small>
	Insert Name, Ph. D. Title Division One Cyclotron Road MS: 00-0000 Berkeley, California 94720 Tel: 510-486-0000 Fax: 510-486-0000 XXxxxxx@lbl.gov Professor of Engineering 760 Davis Hall University of California Berkeley, California 94720 Tel: 510-486-0000 Fax: 510-486-0000 XXxxxxx@berkeley.edu

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Fonts: News Gothic MT, Regular and Bold . Color: PMS 547