



BERKELEY LAB

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Public Affairs
Creative Services

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 Public Affairs Creative Services 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: <https://commons.lbl.gov/display/rpm2/Business+Cards+Policy>

The business card design, including font style, size, layout, ink and paper was established several years ago and approved by Laboratory Management as the official representation of the laboratory. We have been directed to ensure that this design is preserved for all employees, to ensure that the look is consistent and unified. Very few exceptions are permitted to this policy. Exceptions must be submitted through the relevant Division Director to the Deputy Director of Operations. You are welcome to request your adjustments to your cards in this fashion.

PLEASE FOLLOW THESE GUIDELINES: For obtaining camera-ready art:

Download this form to your desktop.

On page 2 or 3 of this form, provide the information you want in the blank space provided for the sample you choose.

1. Have your request reviewed and authorized by your Division Head or designee.
2. Email it to bizcards@lbl.gov, fax it to x5333, or mail the request form to PA Creative, Mailstop: 46R0234.
3. Your camera-ready art will be emailed to you for proofing.
4. Proof your camera-ready art carefully, and approve your proof prior to printing.

PRINTING AND DELIVERY OPTIONS:

- OPTION 1:** 250 cards will be delivered to the requestor's mailstop.
- OPTION 2:** 500 cards will be delivered to the requestor's mailstop.
- ADDITIONAL 50 TEMPORARY CARDS/RUSH ORDER (\$20 extra)*.** 50 cards will be delivered to the requestor's mailstop.

*Federal regulations require that standard LBNL business card orders be printed by the Government Printing Office. This process can take several weeks. If you are in a hurry, consider adding a Rush Order for 50 temporary cards, available within 2 business days, for \$20.

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.

Project ID: _____ **Activity Code:** _____

This Business Card Request Form can be obtained via the PA Creative website: <http://pacreative.lbl.gov/assets/docs/BusCardForm.pdf>

BUSINESS CARD SAMPLES

(See instructions on reverse side)

One Affiliation

Sample 1

(Please fill in appropriate information)

	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 Mail Stop: 00-0000 Berkeley, California 94720 Tel: 510-486-0000 Fax: 510-495-0000 XXxxxxx@lbl.gov

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 Mail Stop: 00-0000 Bldg. 00, Room 0000 Berkeley, California 94720	Tel: 510-486-0000 Fax: 510-495-0000 Cell: 510-486-0000 XXxxxxx@lbl.gov

Two Affiliations

Sample 3 (single-sided)

	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 Mail Stop: 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 Berkeley, California 94720 Tel: 510-486-0000 Fax: 510-486-0000 xxxxxxx@berkeley.edu

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

BusCardForm (10.30.2014)

Sample 4 (double-sided)



Lawrence Berkeley National Laboratory

Operated by the University of California for the U.S. Department of Energy

Insert Name, Ph.D.

Title
Division

One Cyclotron Road
Mail Stop: 00-0000
Bldg. 00, Room 0000
Berkeley, California 94720

Tel: 510-486-0000
Fax: 510-495-0000
Cell: 510-486-0000
XXxxxxx@lbl.gov



University of California, Berkeley

Insert Name, Ph.D.

Title
Division

760 Davis Hall
University of California, Berkeley
Berkeley, California 94720

Tel: 510-486-0000
Fax: 510-486-0000
xxxxxxx@berkeley.edu

