

# Business Card Specifications Query

## Information Common to All Business Cards

Name of Company :

Address :

Company Website :

Company Logo :  Attached  
 On CD  Print Copy  
 Hand-delivered

Company Slogan :

## For Head Office Internal Use only

Query sent to:

Query sent by:

Date sent:

Sent by:  courier  fax  post  hand delivery

Serial	Management	Name	Designation	Cellular	Telephone	Extension	Email	Quantity
Number of Employees	Management or Staff	Name of Employee	Work Title	Mobile Number	TNT	TNT Extension	Email Address	How many cards?
1								
2								
3								
4								

## Legend

- Serial: Write the rank of each employee in your list. E.g., 1 for Chairman, 2 for GM, 3 for Director, etc.
- Management: Indicate whether employee is management or staff by writing M or S in the box.
- Name: Write name of employee as it will look on the business card. E.g., Md. Ashraf Hossain Milon, Md. Ashraf Hossain Milon, Mohammad Ashraf Hossain (Milon), etc.
- Designation: Write title of employee. E.g., Sales Associate, Chairman, Human Resources Specialist, etc.
- Cellular: Write the mobile telephone number of employee and format desired. E.g., +880 2 010000123, +880 2 010-000-123, or 010.000.123, etc.
- Telephone: Write the TNT/landline telephone number of the employee. E.g., +880 2 123-4567, +880 2 123.4567, or 123-4567, etc.
- Extension: Write the telephone extension, if applicable, and format of the employee. E.g., Ext. 1234, ext. 1234, x/1234, or /1234, etc.
- E-mail: Write the email address of your employee. E.g., ashrafhossain@company.com, AshrafHossain@company.com, Ashraf\_Hossain@company.com, AHossain@company.com, ahossain@company.com, ashrafh@company.com, or a\_hossain.company.com. *Note: Indicate type of website domain: com/org/edu/bd, etc.*
- Quantity: Write the number of business cards desired for this employee. E.g., 200, 400 or 800, etc. *Note: A box of business cards contains 200 cards.*
- Questions: Please call headoffice: 913-8265 / FAX: 913-8441



