




## PRINTING AND MEDIA SERVICES DIVISION


State of Tennessee  
Department of General Services  
741-1726

# State of Tennessee Business Card Template

### Example Card

	<b>STATE OF TENNESSEE</b> DEPARTMENT OF GENERAL SERVICES
<b>John Doe</b> Manager, Printing & Media Services	
W.R.S. Tennessee Tower, 11th Floor 312 Rosa L. Parks Avenue Nashville, TN 37243 www.tn.gov/generalserv/ba09p	John.Doe@tn.gov Office Phone: 615-555-4198 Fax: 615-555-2311 Cell: 615-555-2435

Enter information below exactly as you would like it to appear on your card. Save this PDF and submit it to your buyer, so they can enter your information and okay the on-line proof, which will be formatted like the example above.\*

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\*Standardized formatting (type size, type font, positioning of State Seal and all other information) has been approved by the Governor's Office for all business cards for all Executive Branch employees. No extra lines can be added. Abbreviations should be consistent throughout your agency. See list of official USPS addresses for all Nashville State office buildings. ([Click Here](#))