Indiana University: One Sided Business Card Template

This template is a guide to help you fill out the stationery order form for a one sided business card.

NOTE: All stationery orders will be reviewed by Document Services before printing to ensure the format adheres to specific style and layout guidelines required by Indiana University.

First, Middle and Last Name
Jane Lynn Smith
Associate Dean

Job Title

Location Address:
- Abbreviate compass directions in all street addresses: 638 N. Rogers Street
- Spell out numbered streets from First Street through Twelfth Street; use numerals for streets with higher numbers.
- Spell out “Street,” “Avenue,” and similar nouns in addresses.
- Room or suite numbers should follow the name of the building without punctuation and without the word “room”
- Names of states should follow U.S. Postal Service abbreviations in a standard address

Smith Research RM 174A
2805 E. Tenth Street
Bloomington, IN 47408-2698
www.document.indiana.edu

Web Address:
- Maximum of 26 characters - all lower case
- Do not include the terms “Web” or “Internet” with the URL listing
- It is no longer necessary to list “http://” with URLs, but “www” should be listed when applicable

Phone Number and Label:
- If only one phone number is listed on the card, do not identify that number as “phone”
- If multiple phone numbers are listed, identify the main number as “phone” and the others according to type of service

(812) 855-0000 phone
(812) 856-0001 fax
(812) 855-0002 cell

E-mail Address
jlsmith@indiana.edu

Note: Five lines of text are maximum for most instances of the one sided business card, with the number of lines determined by the depth of the signature (i.e. a signature with five lines of text would allow for a maximum of four lines at the footer of the card.)

Please recycle when you are finished.