

## BUSINESS CARD POLICY

<b>POLICY NUMBER:</b> <b>100-10</b>	<b>EFFECTIVE DATE:</b> 1/6/2008	<b>APPOINTING AUTHORITY APPROVAL:</b> <div style="text-align: center; font-family: cursive; font-size: 1.2em;">  </div>
<b>REPLACES POLICY DATED:</b> 1/27/2004	<b>AUTHORITY:</b> ORC Chapter 119	

### I. PURPOSE

The Business Card policy is established by the DAS Office of Communications to provide guidelines to employees and the Office of State Printing and Standards in order to maintain cost and the integrity of the DAS business card/pocket card layout look, and style.

### II. POLICY

This policy establishes the acceptable templates, ink color and information listed on DAS business cards. The policy also applies to pocket cards, which are business cards printed on an 8 ½ x 3 ½ card.

#### A. Templates

There are three approved DAS business card templates available through State Printing. These are the approved DAS templates, and State Printing will not deviate from them for any request. The templates were designed with a variety of options and provide adequate flexibility for all DAS employees to use. Barring approval by the DAS Director, State Printing will not deviate from the approved templates.

#### B. Personal Information

An employee's personal information including home phone, home fax, personal cell phone numbers and personal email address cannot be printed on DAS business cards. Personal information is not permitted due to possible issues with the Fair Labor Standards Act, stand-by pay and potential harassment of an employee during non-work hours or other abuse of an employee's personal contact information.

#### C. Web Site Address

Inclusion of a DAS office's Web site address is an option on the DAS business card. Because URLs are often subject to change, please verify the URL you wish to print through DAS IT Services to ensure use of the current and correct naming convention. Email your request for verification to: DAS ASD ITS Web. This also will enable MIS to be aware of published URLs and proactively provide redirects if necessary.

D. Ink Color

DAS business cards are printed in blue ink (code: PMS286) only. Two-color business or pocket cards are not authorized.

III. PROCEDURE

State Printing's online business card ordering system allows for the placement of orders and review of proofs online for business cards and pocket cards. Following the proper division approval process, business cards can be ordered online through the following process:

- A. Access Online Business Card Ordering System: From the General Services Division Web site select "Printing and Standards." Then select "Business Card Order Form" from the left navigation bar.
- B. Log-in: Log into the online order system using the account number and password for DAS. This information is available from State Printing. Once successfully logged in a menu of options is provided, choose "Place an Order."
- C. Place an Order: You are asked to select a template from 3 options. Following template selection, the necessary fields to input your information, as it should be printed on your business card, are provided.
- D. Shipping/Billing Information: Shipping and billing information are required following completion of the order form. Billing information includes document number, Fund, SPND RC and AMDN RC. This information is obtained through the division business office.
- E. Proof: Following completion of the required information, a proof of the business card is provided.
- F. Submit Order: If the proof is acceptable, click to submit the order.

IV. REVISION HISTORY

Date	Description of Change
1/27/2004	Original Policy
1/6/2008	New appointing authority