

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Business Cards

1. The Omaha District will not authorize the purchase of commercially-printed business cards. However, business cards may be printed in-house using existing computer hardware and software at the Government's expense. Special computer hardware or software will not be procured for the express purpose of producing business cards.
2. The following requirements apply when business cards are produced in-house:
 - a. Business cards will be printed in accordance with the standard Corps business card design layout contained in EP 310-1-6, USACE Graphic Standard Manual, chapter 5-1. The layout and printing specifications may be viewed at the following URL:

<http://www.usace.army.mil/inet/usace-docs/eng-pamphlets/ep310-1-6/c-5.pdf>
 - b. Business cards will be printed on standard, white perforated card stock available through GSA or local vendors. Special card stock (i.e. colored, textured, coated) will not be procured for the express purpose of producing business cards.
 - c. Cards will contain only necessary business information such as the name of the organization, office, activity, or unit represented; name of individual; telephone number; facsimile number; and office and e-mail addresses. Only approved organization logos will appear on business cards. Logos are available through Visual Information.
 - d. Business cards produced in-house may incorporate more than one color of ink. Use of more than one color of ink is not encouraged; multiple colors of ink should be used only when this enhances the logo or legibility of the business information.
3. If you have any questions concerning business cards, please contact Janell M. Alba, Records Manager, at 402-221-3014 or by e-mail.

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GAIL R. ROSENBAUGH
Chief, Information Management Office

DISTRIBUTION via e-mail:

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