

Stationery Business cards

There is a template for producing business cards on the website.

Personal contact information goes in this top section (eg. **T** here would be a direct line)

Company contact information goes in this bottom section (eg. **T** here would be the main switchboard)



AGE Geographical Descriptor
Concern

Name Here
Title goes here
M 000 000 000 **T** 000 000 000 **E** name@place

Address, Address, Address, Address, POSTCODE
T 000 000 000 **F** 000 000 000
www.ageconcern.org.uk
Registered Charity 0000000

There is space for an extra line of text if needed in the bottom text box - but the lowest line would still fall where shown.