Information that should be included on a business card:

First Name, Middle Initial (optional), Last Name, Credentials (no nicknames are permitted) [permitted as many as can fit on one (1) line]
Rank, Department of ______________
Titles
Board Certifications or specific areas of subspecialty
Clinic #
Administrative or Office # [use Administrative when Clinic is included]
Fax number [optional]

1000 Oakland Drive
Kalamazoo, MI 49008-80xx

wmed.edu
first.last@wmed.edu

Business card credentials that include terminal degrees and fellowship designations from professional academies (not certifications or memberships) are limited to whatever fits on one line. Bachelor degrees that are relevant to the position and advanced degrees (e.g., JD, MCP, MTS) can be included if they fit on one line with the name. There is room for only three phone numbers. If a cell or pager number is needed, it needs to replace one of the standard numbers (Office, Clinic, Fax).

There is a business card order form that must be filled out and submitted to Accounting.