





PRINTING AND MEDIA SERVICES DIVISION
State of Tennessee
Department of General Services
741-1726

State of Tennessee Business Card Template

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|  | State of Tennessee Department of Children's Services John Doe Manager, Printing & Media Services W.R.S. Tennessee Tower, 11 th Floor 312 Rosa L. Parks Avenue Nashville, TN 37243 www.tn.gov/generalserv/ba09p | John.Doe@tn.gov Office Phone: 615-555-4198 Fax: 615-555-2311 Cell: 615-555-2435 |
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Enter information below exactly as you would like it to appear on your card following the example above. **Save this document, complete** and **submit to the DCS Procurement Office** for processing.

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|  | State of Tennessee Department of Children's Services Your Name Your Title, and Division Name Bldg, Floor, Suite or Room Address Line 2 Address Line 3 City, State, Zip Other | Email Address Office Phone Number Fax Number Cell Phone Number (if applicable) |
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*Standardized formatting (type size, type font, positioning of State Seal and all other information) has been approved by the Governor's Office for all business cards for all Executive Branch employees. **No extra lines can be added.** Abbreviations should be consistent throughout your agency. See list of official USPS addresses for all Nashville State office building. ([Click Here](#))