

# Business Card Layout Options for Schools



All options can be one or two sided, and are fully customizable • Colors shown are examples only • All colors are available

## OPTION 1



**John Doe**  
Assistant Principal

**Watkins Mill High School**  
10301 Apple Ridge Road  
Gaithersburg, MD 20879

Phone: 240-740-1234

[John\\_Doe@mcpsmd.org](mailto:John_Doe@mcpsmd.org)

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[montgomeryschoolsmd.org/schools/watkinsmillhs/](http://montgomeryschoolsmd.org/schools/watkinsmillhs/)

## OPTION 2



**Jayne B. Doe**  
Principal

240-123-4567  
301-123-4567 CELL


[Jayne\\_B\\_Doe@mcpsmd.org](mailto:Jayne_B_Doe@mcpsmd.org)

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12401 Dalewood Drive • Silver Spring, Maryland 20906  
[montgomeryschoolsmd.org/schools/wheatonhs/](http://montgomeryschoolsmd.org/schools/wheatonhs/)

## OPTION 3

**Jayne B. Doe**  
Math Teacher  
**Poolesville High School**



PHONE  
240-123-4567


CELL  
301-987-6543

[Jayne\\_B\\_Doe@mcpsmd.org](mailto:Jayne_B_Doe@mcpsmd.org)

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17501 W. Willard Road • Poolesville, Maryland 20837  
[montgomeryschoolsmd.org/schools/poolesvillehs/](http://montgomeryschoolsmd.org/schools/poolesvillehs/)

## OPTION 4



**Jayne B. Doe**  
Instructional Specialist

**Richard Montgomery High School**

PHONE  
240-123-4567

CELL  
301-987-6543

[Jayne\\_B\\_Doe@mcpsmd.org](mailto:Jayne_B_Doe@mcpsmd.org)

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200 Richard Montgomery Drive  
Rockville, Maryland 20852  
[montgomeryschoolsmd.org/schools/rmhs/](http://montgomeryschoolsmd.org/schools/rmhs/)

## EDITORIAL, GRAPHICS & PUBLISHING SERVICES

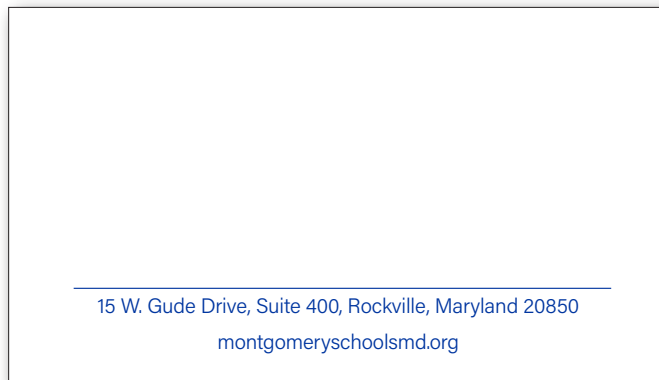
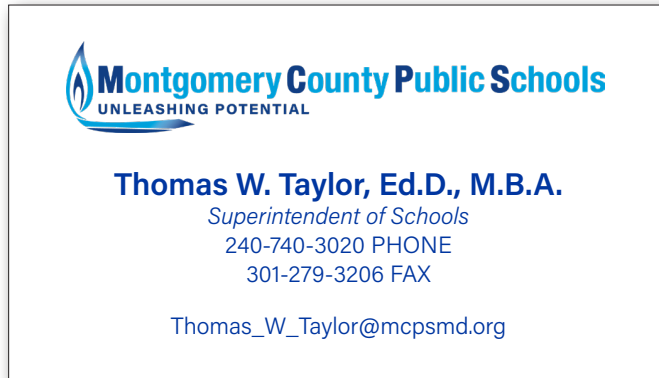
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[egps@mcpsmd.org](mailto:egps@mcpsmd.org)

**BUSINESS CARDS ARE AVAILABLE SINGLE AND/OR DOUBLE SIDED.**

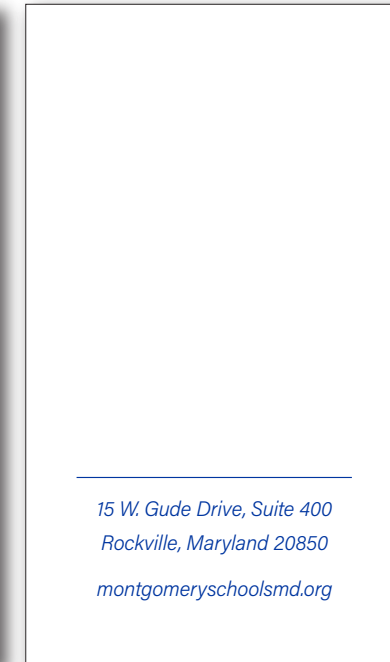
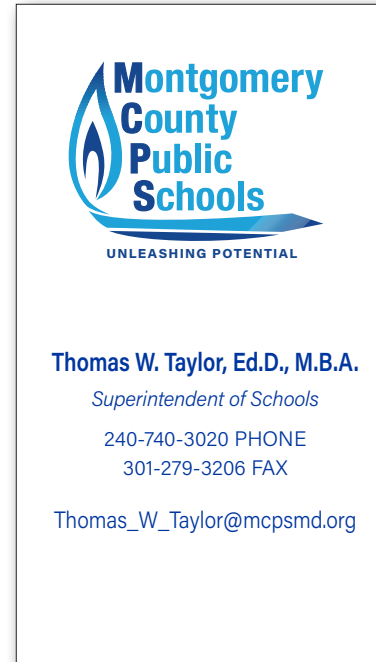
# Business Card Layout Options for Offices

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## HORIZONTAL



## VERTICAL



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