

Please Fill Out Blank Form  
 Below Like Sample →

Commonwealth of Massachusetts State Seal Blue and Gold <input checked="" type="checkbox"/> Plain Blue <input type="checkbox"/>	The Commonwealth of Massachusetts Department of State Agencies		Agency Title
	Mr. John P. Smith		Main Line
Director, Human Resources		Job Title	Lines
Community Outreach Section			
King Bldg. 370 History Way Knowledge, MA 02200		(617) 555-6999 Fax: (617) 555-1313 Ext. 69 EMail: smith@DHR.state.ma.us	Phone, Fax, TTY, E-Mail Lines

## Instructions:

- PLEASE TYPE ALL INFORMATION
- PLEASE CHOOSE A MAIN LINE TYPE STYLE FROM BELOW: (CHECK ONE)
 

TYPE STYLE #1	<b>Mr. John P. Smith</b>	<input checked="" type="radio"/>
TYPE STYLE #2	MR. JOHN P. SMITH	<input type="radio"/>
- PLEASE CHOOSE EITHER THE BLUE AND GOLD OR THE PLAIN BLUE STATE SEAL.
- PLEASE CHOOSE FROM ONE OF THE FOLLOWING CARD DESIGNS: (CHECK ONE)

CARD DESIGN  #1  #2

The Commonwealth of Massachusetts  
Your Agency Name Here

John P. Smith

Job Title

Address	Phone #
Address	Phone #
City, State Zip	Phone #

CARD DESIGN #1

The Commonwealth of Massachusetts  
YOUR AGENCY NAME HERE

JOHN P. SMITH

JOB TITLE

ADDRESS	PHONE #
ADDRESS	PHONE #
CITY, STATE ZIP	PHONE #

CARD DESIGN #2

## ORDER FORM

### The Commonwealth of Massachusetts

Agency Title(s) \_\_\_\_\_

Name \_\_\_\_\_

Job Title(s) \_\_\_\_\_

**Address Lines:**

\_\_\_\_\_ Tel: \_\_\_\_\_

\_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_ E-Mail: \_\_\_\_\_

Please specify exact E-Mail address  
 as it should appear on the business card