The following University business card templates have been approved by the UMB Brand Committee and are available for ordering through Quinn Graphics Online. Please refer to the visual examples and accompanying explanations below to determine which template option is appropriate for your needs. We suggest that you print this page prior to ordering, for your reference.

**Title Line**
40 character maximum length.

**Department Line**
40 character maximum length.

**Phone number Line**
up to two numbers, dots are forced separators.

**Email Line**
40 character maximum length.

**Website Line**
40 character maximum length.

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**One-Line Title, One-line Department**

Name and Accreditations Line, 30 character maximum length, features a suggested University-compliant drop down option for Accreditations.

Title Line, 40 character maximum length.

Department Line, 40 character maximum length.

Phone number Line, up to two numbers, dots are forced separators.

Email Line, 40 character maximum length.

Website Line, 40 character maximum length.

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**Two-Line Title, One-line Department**

Name and Accreditations Line, 30 character maximum length, features a suggested University-compliant drop down option for Accreditations.

Title Line One & Two, 40 character maximum length on each line.

Department Line, 40 character maximum length.

Phone number Line, up to two numbers, dots are forced separators.

Email Line, 40 character maximum length.

Website Line, 40 character maximum length.

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**One-Line Title, Two-Line Department**

Name and Accreditations Line, 30 character maximum length, features a suggested University-compliant drop down option for Accreditations.

Title Line, 40 character maximum length.

Department Lines One & Two, 40 character maximum length on each line.

Phone number Line, up to two numbers, dots are forced separators.

Email Line, 40 character maximum length.

Website Line, 40 character maximum length.

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**Two-Line Title, Two-Line Department**

Name and Accreditations Line, 30 character maximum length, features a suggested University-compliant drop down option for Accreditations.

Title Lines One & Two, 40 character maximum length on each line.

Department Lines One & Two, 40 character maximum length on each line.

Phone number Line, up to two numbers, dots are forced separators.

Email Line, 40 character maximum length.

Website Line, 40 character maximum length.