**Creating Business Cards**

Grade will be given on the Business Plan Project Rubric

**Why create a Business Card?**

A business card is a small card printed with one's name, professional occupation, company position, business address, and other contact information. A business card is often used as a way of networking and providing other individuals with an easy source for retrieving contact information. When starting up a business, business cards are essential to have because it brings a level of professionalism and gives the reader a clear image of your business’s image.

**Before you create your business card designs:**

1. Only include information that you want the reader to remember
   * Who you are
   * What your business is
   * How to contact you
2. Do not put too much information
   * Remember these cards are small, so keep it simple!
   * Use attractive and professional font styles, sizes, and colors
3. Do your research and look up other business’s business cards
   * Google examples
   * Look at business cards at local businesses
4. Sketch out a rough draft before you print anything.

**Creating a business card for your business can be easier than you think. Choose one of these options to create your business cards:**

1. Open a “Business Cards” Template on Microsoft Word
2. Choose a website that let’s you design your own business cards (it is usually not free)
3. Create your own template on Google Drawings/Docs.
4. Sketch it out on paper.

**Once you have decided where to create your business cards, you need to include the following:**

1. Business Name
2. Owners Name(s)
3. Business Logo and Slogan
4. Email address
5. Website address
6. Address (if you have one for your business)
7. Business and personal phone number (optional)

**When you are finished:**

If it is a digital file, make sure to save it to your “My Business Plan” folder. If you have a physical copy, take a picture and upload it.