

TWO-SIDED CARD

1. Name and credentials

Choose [Dr.] or [Ph.D.] – DO NOT use both

Example: Dr. Steven W. Shirley

– OR – *Steven W. Shirley, Ph.D.*

2. Title(s)

3. Department

4. Contact information

Office phone number

Email address - DO use @minotstateu.edu

DO NOT use @ndus.edu

Building and room number (optional)

*Do not include a fax number unless
it is essential and you frequently need to
provide it to recipients.*

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President



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ONE-SIDED CARD

**To order business cards, please contact
the Design and Print Services office:**

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