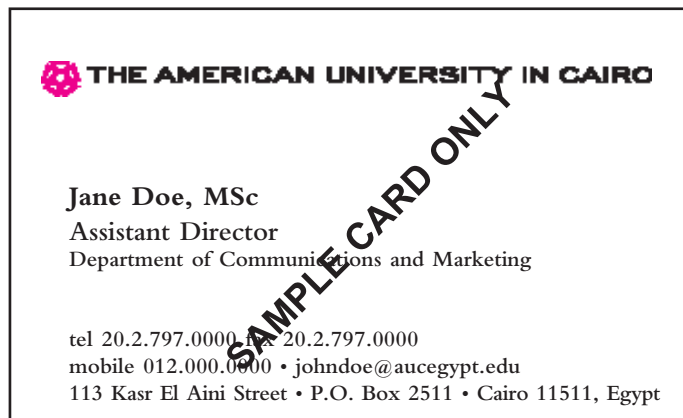


Sample Business Cards



Business Card Guidelines

- Font sizes and line lengths are standardized.
- Dr. is only used for medical physicians; professor is used instead.
- Degrees without periods can be placed after the name (PhD, MA, BSc, BA, MSc, LLM, MBA, Eng, etc.), but not titles (lawyer, engineer, etc.)
- Only AUC titles are included.
- Avoid using “&”; use “and” instead.
- Use commas instead of slashes (/).
- Departments or offices must be included, not only units.
- Avoid acronyms, such as CAPS, IPART and EOAA.
- Periods are used in telephone numbers (20.2.797.5454), except on Arabic cards, where spaces are used.
- Only AUC’s official address and AUC telephone extensions, fax numbers, e-mail accounts and Web sites are used.
- City and country codes are used only with land lines.

How to Order

- Send a job order (one per card) and a hard copy printout including: name, title, telephone, fax and e-mail to the communications and marketing office 5 Youssef El Guindi Street, Apt 21, mail code 407.
- Make sure your title is correct. If you or your department head is not sure, please contact the human resources office.
- Allow two weeks to receive cards, provided you approve within two days.
- Please note, the communications and marketing office will request approval from the person whose name is on the card.
- To inquire about your card, call the publications unit at the communications and marketing office at ext. 5521 or e-mail publications@aucegypt.edu.
- For reprints, send an old card with corrections and a job order.
- Minimum quantity is 250 cards and orders must be in 250 increments.