

Procedures: Business Cards

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Sumlar Therapy Services, Inc.

Fostering good communication is an important part of your job with Sumlar Therapy.

Sharing your business cards with new clients and colleagues helps people to remember your name and your job, and provides them with a way to contact you or the office and website. Whether in the clinic, or while working off-site, present your business card and introduce yourself.

Business cards should be kept in nice condition. Their appearance reflects on you and Sumlar Therapy.

Typically the phone number, address, and email address appear on the business cards, in addition to the employee's name and credentials. If you request, your cell phone number can be printed on your card.

Email the Office Administrator when you need more business cards. Note any changes that need to be made to your card at that time. Include the number of cards you will need. Please note if you will need the cards mailed to your home or if you will be picking them up at the clinic.