



# Printing and Mailing Guidelines

for the

## City of Portland

Effective July 1, 2006

### ***Business Cards***

These are high quality, standard sized, single-sided official City business cards that have a uniform structure and appearance. Card layout is standardized. Deviation from standard layout will incur a custom printing charge.

- Originals:** Reflective or digital.
- Ink/Toner:** Black only.
- Sizes:** 3.5" X 2".
- Papers:** 80# 100% Recycled Environment Cover
- Packaging:** Boxed per 250 cards.
- Minimum Order:** 1 Box
- Turnaround Time:** 7 working days.

*Note: All papers listed for this service contain at least 30% post-consumer waste. Alternative Environmentally Preferable Papers are available at P&D upon request. Per the City's sustainable paper policy bureaus are encouraged to use AEPP papers whenever possible.*