Agent Business Card Template Instructions

Examples with all fields filled out

There are two template options you can choose from: with or without a headshot.

Firstname Lastname
Independent Agent
The Firstname Lastname Agency

o: 123-456-7890 | c: 123-456-7890 | f: 123-456-7890
name@Email.com
YourWebsite.com
1234 Street Name
City, XX 12345

Firstname Lastname
Independent Agent
The Firstname Lastname Agency

o: 123-456-7890 | c: 123-456-7890 | f: 123-456-7890
name@Email.com
YourWebsite.com
1234 Street Name
City, XX 12345

Examples with contact fields removed

You may remove contact information as you see fit. The cellphone and website fields have been removed in the examples below.

Firstname Lastname
Independent Agent
The Firstname Lastname Agency

o: 123-456-7890 | f: 123-456-7890
name@Email.com
1234 Street Name
City, XX 12345

Firstname Lastname
Independent Agent
The Firstname Lastname Agency

o: 123-456-7890 | f: 123-456-7890
name@Email.com
1234 Street Name
City, XX 12345

Formatting details

Fonts and colors are illustrated below. Please use the following abbreviations for phone numbers: o (office), c (cell), and f (fax).

Calibri Bold, 11.5 pt
Blue: C=100 M=64 Y=21 K=6

Firstname Lastname
Independent Agent
The Firstname Lastname Agency

o: 123-456-7890 | c: 123-456-7890 | f: 123-456-7890
name@Email.com
YourWebsite.com
1234 Street Name
City, XX 12345

Calibri, 8 pt
Grey: C=28 M=21 Y=14 K=46

Calibri, 7.5 pt
Black: K=100