

Business cards are available for all Houston Public Works employees. Employees below supervisor (normally paygrade 17 and lower) will be given a business card without a title or service line.

- ☐ complete the form below & give it to your service line contact
- ☐ allow 7-10 days for the order to be processed & printed

All business cards will be delivered on Fridays to 611 Walker, 25th Floor.

Questions? Communications@houstontx.gov

ORDER INFORMATION

quantity ☐ 250 ☐ 500
GL account # 520515 cost center _____ fund # _____

EMPLOYEE INFORMATION

☐ paygrade 17 or below ☐ supervisor paygrade 17 or above ☐ director
name _____ title _____
address _____
office phone _____ cell _____
email _____

SERVICE LINE

- | | |
|--|---|
| <input type="checkbox"/> Capital Projects | <input type="checkbox"/> Houston Water |
| <input type="checkbox"/> Customer Account Services | <input type="checkbox"/> Transportation & Drainage Operations |
| <input type="checkbox"/> Houston Permitting Center | |

SERVICE LINE SUPPORT

- | | |
|--|---|
| <input type="checkbox"/> Communications | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> Emergency Management | <input type="checkbox"/> Innovation |
| <input type="checkbox"/> Financial Management Services | <input type="checkbox"/> Internal Review |
| <input type="checkbox"/> Fleet | <input type="checkbox"/> Learning & Development |
| <input type="checkbox"/> Government Relations | <input type="checkbox"/> Office of Business Opportunity |
| <input type="checkbox"/> Human Resources | <input type="checkbox"/> Procurement |
| <input type="checkbox"/> other: _____ | |