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1. Fill out all information

2. Adjust text size and text box format if needed, retain all current line spacing and centered alignment

3. Print out at full size on 8.5x11

4. Cut out along noted trim lines

5. Insert sheet into the frame

**Office Hours:** MTWTF, 0:00-0:00

**Contact:** email@email.com or 123.456.7890

***FIRSTNAME LASTNAME***

Two Lines for   
Job Title

**TWO LINES FOR OFFICE OR DEPARTMENT**