

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 and give it to your service line contact
- Allow 7-10 days for the order to be processed and 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

- Capital Projects
- Customer Account Services
- Houston Permitting Center
- Houston Water
- Transportation & Drainage Operations

SERVICE LINE SUPPORT

- Business Support
- Communications
- Emergency Management
- Financial Management Services
- Fleet
- Government Relations
- other: _____
- Human Resources
- Information Technology
- Internal Review
- Learning & Development
- Office of Business Opportunity
- Procurement