

What to include on your Business Card - Business Card Checklist

By Mrs. Nicole Martinez | December 22nd, 2019

This business card checklist will help guide you on what you should have displayed on your business card. The last thing you want is to have your business card printed only to see that it's missing some vital information.

Front of Your Business Cards

1. **Your logo:** Your logo should be placed on the front of your business card. If you do not have a logo for your business, make sure to invest in an experienced graphic designer to create one for you. [Check out Brand New Beauty's logo design services](#) or check out our logo design checklist to see if your logo makes the cut.
2. **Website (Optional):** Your website can be placed on the front of your business card. Although this is optional, It allows others to find your website domain easier which is why I recommend it.
3. **Social Media Platforms (Optional):** Having your social media platforms on the front of your business card is optional. I do recommend having your social media platforms on your business cards, but usually, I like to place my clients' social media platforms on the back of their business cards.

Back of Your Business Cards

4. **Name and Job title:** Depending on the situation, 90% of the time, having your name and your job title on the back of your business cards is a big must. If you have more than one employee, I recommend that each individual has their own business card displaying their first and last name along with their job title
5. **Phone Number:** While designing my clients' business cards, I like to place their number right below their name.

6. Email: Your email should be placed right below your business number or anywhere that you feel is best. I also recommend a professional email address such as (name@yourwebsite.com). If you do not know how to create an email address with your domain name, please check out my [step-by-step video showing you how.](#)
7. Address: If your business has a physical address, make sure to place your physical business address on your business card.
8. Website: Having your website on your business card is a big must. If your business does not have a website, how come? Having a website is extremely important. If you need help developing a website, please take a look at my [website development information.](#)
9. Social Media: When displaying your social media links on your business cards, I like to show the icon logos, and right beside it, display my username. For example (Facebook Icon, Instagram Icon, Twitter Icon) - [@Mrs.NicoleMartinez](#)