Business Cards



The following information is required to customise your business card details, and must be submitted to the **Service Centre**, either in person, or via email to:

- Service Centre Brisbane
- Service Centre Melbourne
- Service Centre Perth
- Service Centre Sydney

Required Fields		
Preferred Name		
This must be the name nominated at your commencement with Allens.		
Inclusion of middle initial is optional.		
Title		
Include department if appropriate.		
Qualifications		
Applicable only for Patent & Trade Marks		
Direct Line	+61	
Contact Allens Information Technology department if number is to be confirmed.		
Mobile Number		
 Inclusion is mandatory if a mobile has been allocated by Allens. 		
Email Address		@allens.com.au

Optional Fields	
After Hours Number	
Personal Mobile Number	+61

Sample Business Card		
Front display		Back display
Name Surname Job Title Job Title line two		
Address Line One Address Line Two Suburb State 0000 Country www.allens.com.au	DL +61 0 0000 0000 M +61 000 000 000 T +61 0 0000 0000 Name.Surname@allens.com.au	
Allens > < Lir	ıklaters	Allens is an independent partnership operating in alliance with Linklaters LLP