

BUSINESS CARD ETIQUETTE

- Do not ask for business cards in front of people.

Ask privately and one-on-one

- Read the business cards for about a minute before placing them in the card holder
- Give with both hand and receive with both hands
- It is professional to put business cards in a business card holder
- Do not write anything on the business card



Etiquette Training Manual

KJ Lindholm-Leary



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