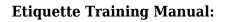
# **BUSINESS CARD ETIQUETTE**

- 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**

**L** Towne



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