



Business Card Request Form

Requester's Full Name (as appeared on appointment letter)	
Functional Designation (as appeared on appointment letter)	
Department/ Division	
Office Address	
Phone & Extension Number (residential number not allowed)	
Mobile Number (official/personal)	
Fax	
E-mail (official only, personal e-mail not allowed)	@ail-bd.com
Web Site	www.ail-bd.com

Signature of employee	
Head of the Department	
HR Recommendation	

Full Name:	 <p>Apex Investments Limited</p> <p>Department:-----</p> <p>Office Address:-----</p> <p>Ph: +880 2 0000000; Ext: 000</p> <p>Mob:+880 00000000000</p> <p>Fax:+880 2 0000000</p> <p>E-mail: -----@ail-bd.com</p> <p>Web: www.ail-bd.com</p>
Functional Designation:	
Sample	
<p>A SYED MANZUR ELAHI ENTERPRISE</p>	