

Business Card Guidelines



The following are sample business cards for most office scenarios for independent registered representatives.

Business cards are a form of advertising and must be submitted to Advertising Review for approval before use. Be sure to use a reasonable font for all information, including disclaimers. **Font should never be smaller than 8 point.**

If you choose to include an e-mail address on your business cards, it must be the address that is being archived with our third-party archiving provider.

Examples

Registered Branch Location

You may use your cell phone number (identified as “cell” or “c”) or home phone (identified as “home” or “h”) as long as the branch number appears on the card (identified as “office” or “o”).

Your Name
Your Title

Branch Phone Number
Branch Fax Number

Your E-mail Address
Branch Street Address
Branch City, Street and Zip

XYZFinancial

Securities offered through WealthForge. Member FINRA/SIPC.
WealthForge and Company are not affiliated.

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Primary Residence Location Not Registered as a Branch

You may not use your residence address or mailing address, you need to use the OSJ address instead.

You may use your cell phone number (identified as “cell” or “c”) or home phone (identified as “home” or “h”) as long as the OSJ phone number appears on the card.

Your Name
Your Title

OSJ Phone Number
OSJ Fax Number

Your E-mail Address
OSJ Street Address
OSJ City, Street and Zip

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Business Card Guidelines



Office Used Primarily for Non-Securities Business and Performs Less than 25 Transactions per Year

You may include your office address and phone number as long as the OSJ phone and address are also included. You may use your cell phone number (identified as “cell” or “c”) or home phone (identified as “home” or “h”) as long as the OSJ phone number appears on the card.

Your Name
Your Title
Your E-mail Address

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OSJ Phone Number
OSJ Fax Number
OSJ Street Address
OSJ City, Street and Zip

Office Phone Number
Office Fax Number
Office Street Address
Office City, Street and Zip

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Jack Johnson
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XYZFinancial

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f: 804.308.0437
3015 W Moore Street, Suite 102
Richmond, VA 23230

o: 333.555.5555 (Local Office)
c: 333.222.2222
f: 333.555.5554
55 Main Street
New York, NY 11001

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OSJ Office Location

You may use your cell phone number (identified as “cell” or “c”) or home phone (identified as “home” or “h”) as long as the OSJ office number appears on the card (identified as “office” or “o”).

John Smith

Compliance Officer

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