



# Andover Town Council

To receive and consider the purchase of business cards for Councillors and Officers

Item No. **22**

**Produced for:** Full Council

**By:** Deputy Town Clerk

**Date of Report:** 22 Apr 2024

## Background:

It has been suggested that Councillors may want to carry business cards to aid them in their work as a Councillor the reasons being:

- Business cards create a credible and professional image.
- Business cards are a vital networking tool.
- Many people still expect business cards.
- They provide a quick and convenient means for people to contact you.



## Considerations:

In order to agree printing business cards for Councillors and Officers that want them, members are asked to consider the following costs:

	Paper weight	Recycled	One-sided	Costs/100/person	16 Cllr/5 Offrs
Quote 1	300g	✓	✓	£13.34	£280.14
Quote 2	320g	✓	✓	£13.59	£285.39
Quote 3	350g	✓	✓	£12.29	£258.09

Quotes were only sought for recycled paper cards in line with Andover Town Councils desire to be environmentally friendly.

- **To agree printing business cards for Councillors and Officers that want them.**
- **If agreed to agree a quote for printing.**
- **If agreed to agree a format.**
- **If agreed to instruct Officers to order cards for those that want them.**

Option 1	Option 2
 <p>Andover Town Council</p> <p>Cllr xxxxxxxxxxxx Ward Councillor for xxxxxxx</p> <p>Telephone: 12345678 Email: xxxxx@andovertc.co.uk www.andover-tc.gov.uk</p>	 <p>Andover Town Council</p> <p>Cllr xxxxxxxxxxxx Ward Councillor for xxxxxxx</p> <p>Office 107, Incuhive, Andover, Chantry House, Andover, SP10 1LS Telephone: 12345678 Email: xxxxx@andovertc.co.uk www.andover-tc.gov.uk</p>

## Further Considerations:

If Councillors and Officers wish to 'donate' towards the cost of their own cards they can but this is not expected.