

Stationary Frequently Asked Questions

- ▶ What are the UMass Boston letterhead and envelope printing options?

1. University signature
2. College-level signature
3. Sub-college-level signature
4. Generic

More specific information can be found in the **UMass Boston Brand Manual**
http://www.umb.edu/branding/pdfs/UMassBoston_Brand_Manual_11209.pdf

- ▶ What color inks are permitted?

UMass Boston blue.

- ▶ Can I change the font sizes?

The font sizes are in a preformatted template and cannot be changed.

- ▶ What will print on the Generic Letterhead?

The official UMass Boston logo and the following address lines;

University Massachusetts Boston
100 Morrissey Boulevard
Boston, MA 02125-3393
P: 617.287.5000
www.umb.edu

- ▶ Who do I contact if I have additional questions regarding stationary policies and printing?

Email: phillip.mayo@umb.edu