Stationery Examples

The Envelopes and Letterhead each come in 4 options:

General

1-Line
- 1 Department/College/Division line

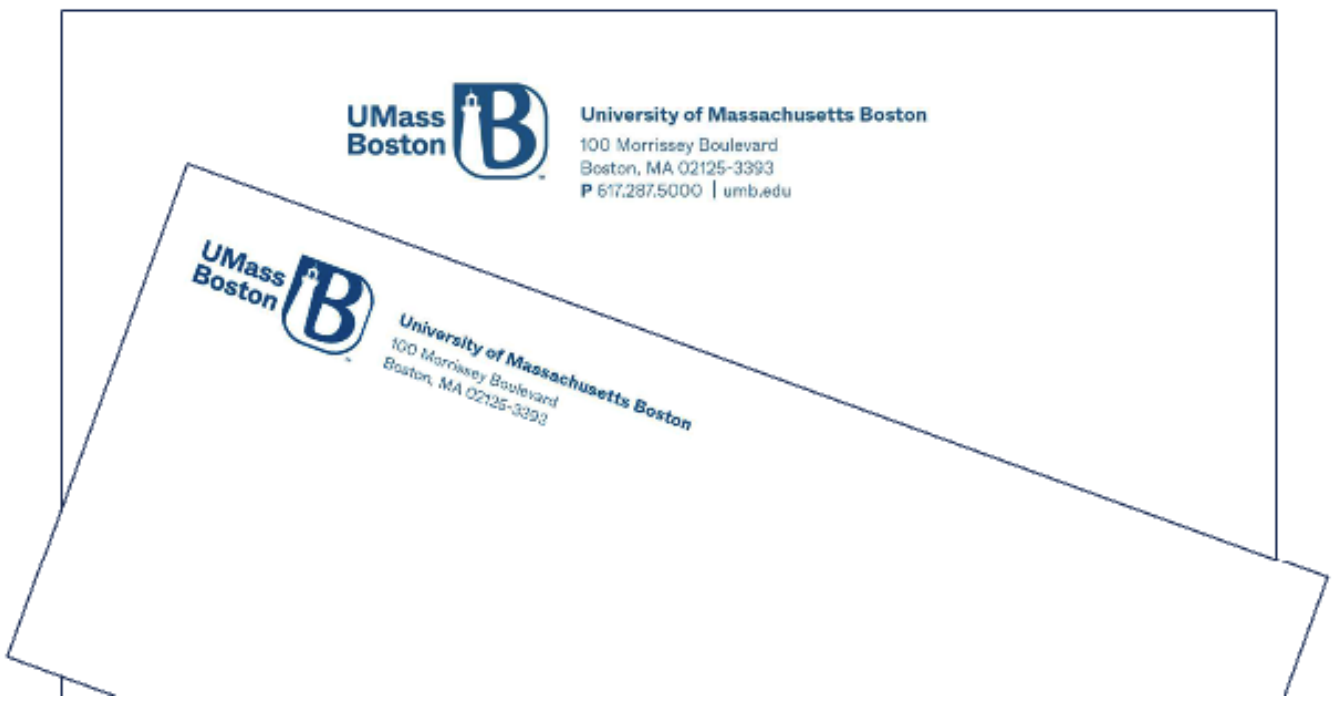
2-Line
- 1 Department Line + 1 College/Division line

3-Line
- 2 Department Lines + 1 College/Division line

The Envelopes have the campus logo and information in the upper left corner.
Letterhead has the campus logo and information centered at the top of the page.

General

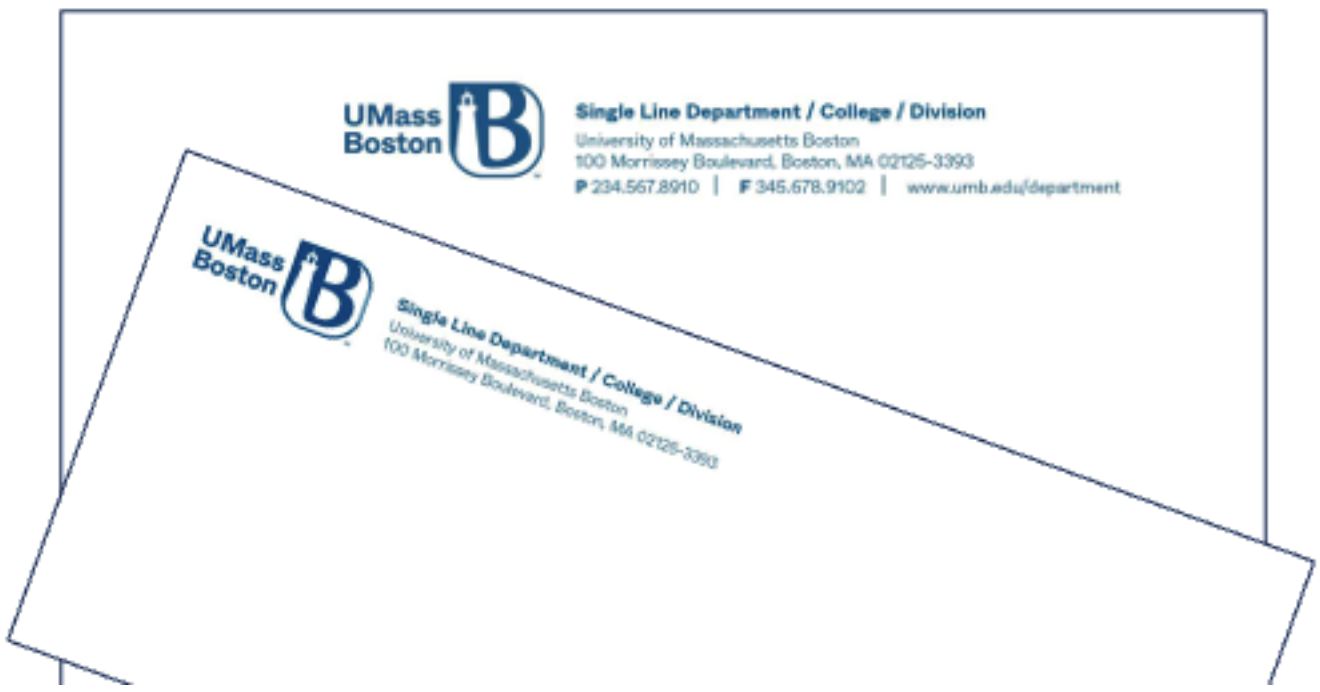
The General Envelope contains the main Campus address below the university name.
The Letterhead has the same, with an additional line below containing the main campus phone number and URL.



1-Line

1 Department/College/Division line

The 1 Line Envelope contains the Department/College/Division name above the name and address of the university.
The Letterhead has the same, with an additional line below containing the main campus phone number and URL.

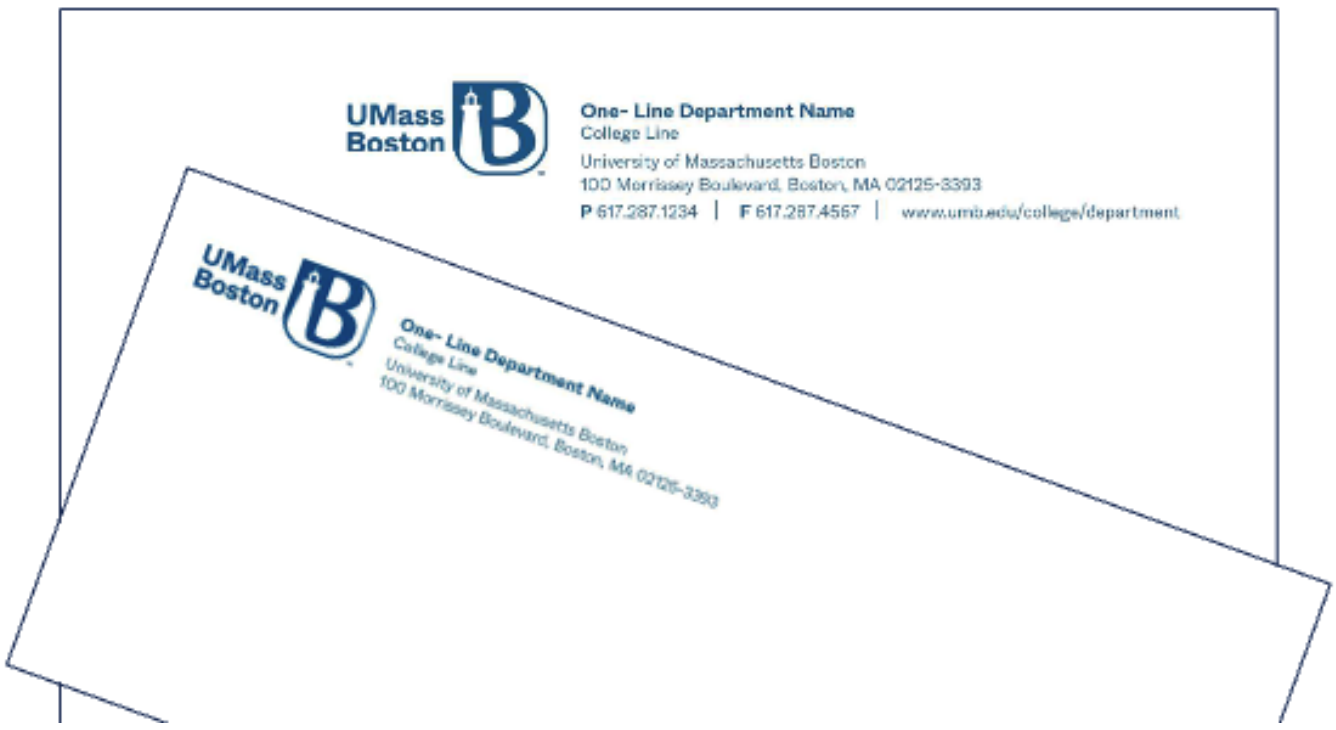


2-Line

1 Department line + 1 College/Division line

The 2 Line Envelope contains the Department and College/Division names above the name and address of the university.

The Letterhead has the same, with an additional line below containing the main campus phone number and URL.



3-Line

2 Department line + 1 College/Division line

The 3 Line Envelope contains the Department and College/Division names above the name and address of the university. (This option is for departments with very long names.)

The Letterhead has the same, with an additional line below containing the main campus phone number and URL.

