

General Letterhead

All general letterhead should follow the layout shown below. The position of the signature and address information is always consistent. Personalized letterhead, letterhead with department names and centers of excellence are on the following page. Second sheets should be of matching paper stock, blank or printed with signature only. Typing guidelines are given in gray, in the letter example.

Specifications

Size:	8 - 1/2 inches x 11 inches
Color:	Signature prints FLC Dark Blue (PMS 288) and FLC Bright Blue (PMS 285) and FLC Gold (1235). Text prints FLC Dark Blue
Signature Size:	Signature is 3/4 of an inch in width
Typography:	Address information – 8/10 Galliard regular
Paper:	24 lb. Text Strathmore Renewal, Bright White, Recycled.
Printing:	Offset Lithography

