

Specialized Letterhead

All personalized, departmental or center of excellence letterhead should follow the layout shown below. The position of the signature and address / personalization information is always consistent. Second sheets should be of matching paper stock, blank or printed with signature only. Typing guidelines are given in gray, in the letter example. Note: the center of excellence name is treated like a department name in the address block. Do not use the promotional center of excellence signature.

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:** Department, Center of Excellence – 10/10 Galliard bold
Address information – 8/10 Galliard regular
Employee name – 8/10 Galliard bold
Employee titles – 8/10 Galliard regular
- Paper:** 24 lb. Text Strathmore Renewal, Bright White, Recycled.
- Printing:** Offset Lithography

