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**ROANE STATE COMMUNITY COLLEGE**

**TBR Policy Reference:**

**TBR Guideline Reference:** G-090

**Original Date Effective:** 1/11/88

**Revision Effective:** 5/24/96

**Approved By:** Cuyler A. Dunbar, President

**Approved By:** Sherry Hoppe, President

**Office Responsible:** Vice President for Students and Enrollment Management

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**Subject:** LETTERHEAD STATIONERY

The Institutional guidelines for printing and use of letterhead stationery are derived from TBR Guideline No. G-090.

1. The Office of Public Information shall approve the printing and purchase of all letterhead stationery and note cards bearing the name of the institution, and this office will be responsible for monitoring implementation of these guidelines.
2. The following shall apply to all stationery printed or purchased with institutional funds:

**Letterhead**

- (a) All letterhead shall be printed on 8 1/2" x 11" or smaller, standard size, 20 or 24-pound white or colored paper with a bond, wove or laid finish, No. 4 grade, with or without watermark, with 25% or less cotton fiber.
- (b) All letterhead shall be printed in one or two-color ink.
- (c) The institution/area school name shall appear at the top or bottom of the page.
- (d) Names of offices or individual titles, addresses, and phone numbers may be printed on letterhead; however, no individual names may be printed on letterhead.
- (e) All letterhead shall be offset printed, whether by the institution/school, the state, or commercial printer, without benefit of any engraving, thermo graphic printing, or any form of raised letter printing.

**Envelopes**

All stationery envelopes shall be printed in one or two-color ink on 24 pound white or colored wove or laid paper, in standard sizes, with the name and address of the institution/school printed in the upper left corner in accordance with postal regulations.

**Cards/Envelopes**

All cards/notes shall be printed on 4 1/4" x 5 1/2" (fold or flat) white, 80 lb. text or 65 lb. card stock. Names of offices or individual titles may be printed; however, no individual names may be printed on the cards. A-2 matching envelopes are to be used. Matched sets (stocks/envelopes) purchased for special projects are to be approved by Public Information prior to purchase.

3. As an alternative to letterhead stationery, less expensive inter-office memoranda should be used for on-campus or informal correspondence. All inter-office memoranda, regardless of overall size shall be printed without individuals' names.

Revised: 7/1/90, 5/24/96

Reviewed: 5/5/08

