

Written and Printed Materials

There are a variety of printed items available for purchase and use through the copy center, word processing or the web. The following pages show some of those items.

If you have any questions please contact the Office of Communications.



Business Cards

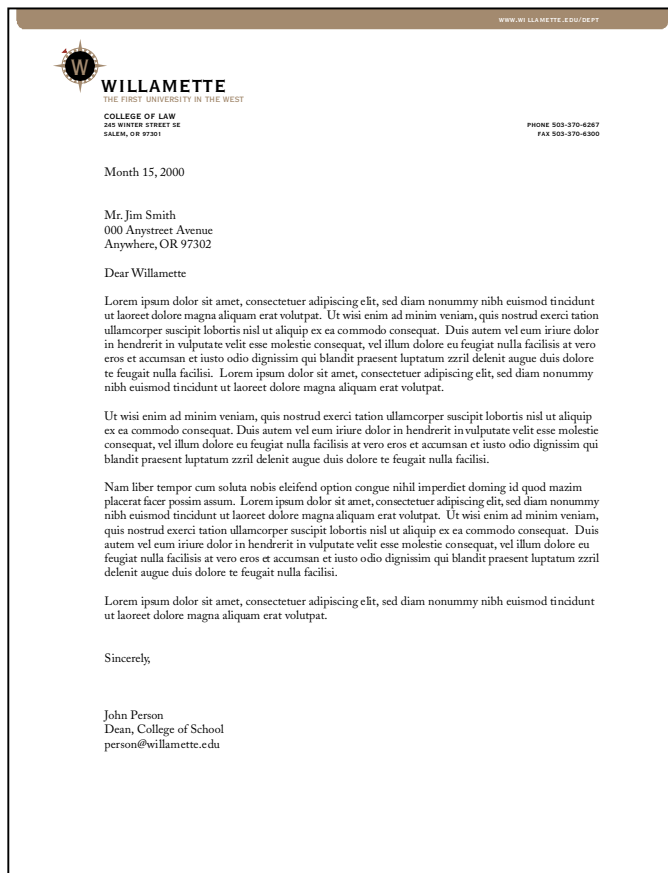
As part of our identity change, Willamette has a new business card. It was designed to hold as much information as possible for a wide range of users. The cards are by using Click-On™ an automated on-line ordering system from K/P Corp.



Letterhead

Letterhead is available from the Copy Center. We have tried to create specific letterhead only when necessary. The majority of users will be asked to use the “generic” version and lazerprint their specific information as they print their letters. Please send special requests to Carolyn Kilday in Word Processing.

Monarch letterhead is also available.



Envelopes

Standardized envelopes for the university and some departments are available through the word processing office. Special envelopes can be ordered by calling the Office of Word Processing.

Envelopes are available in these sizes:

10" x 13"

9" x 12"

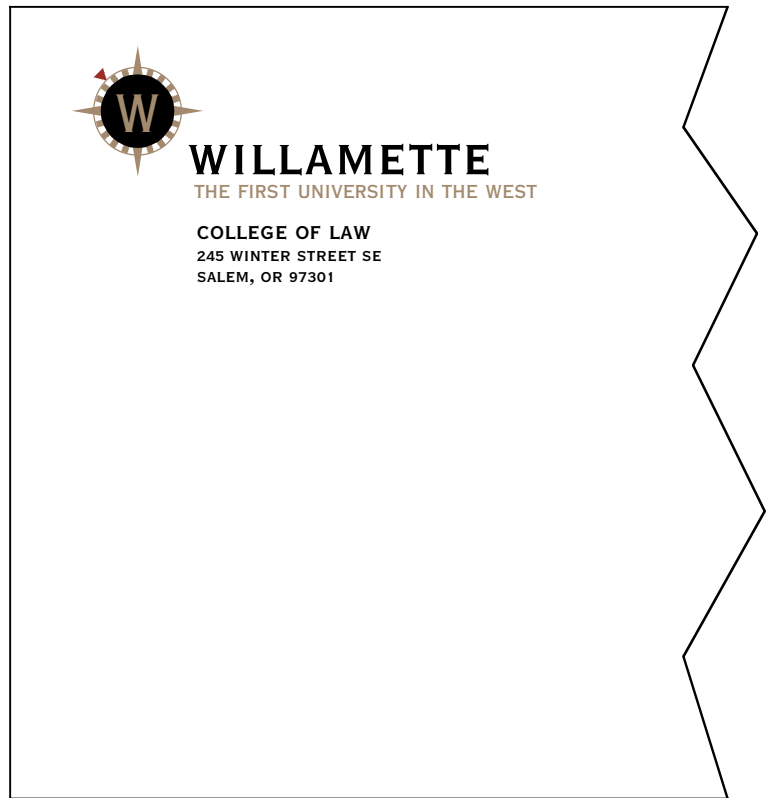
6" x 9"

Standard #10

#9

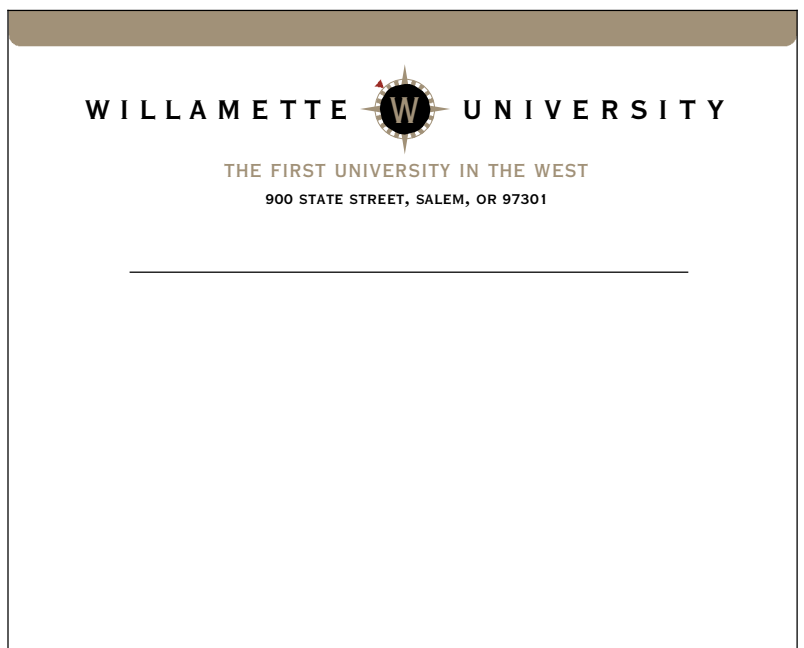
A-6

A-2



Mailing label

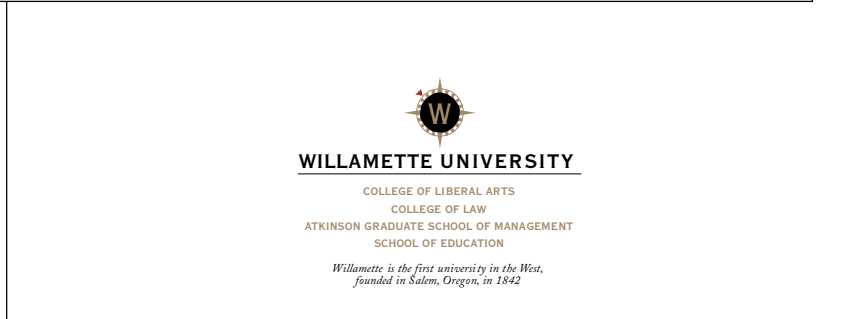
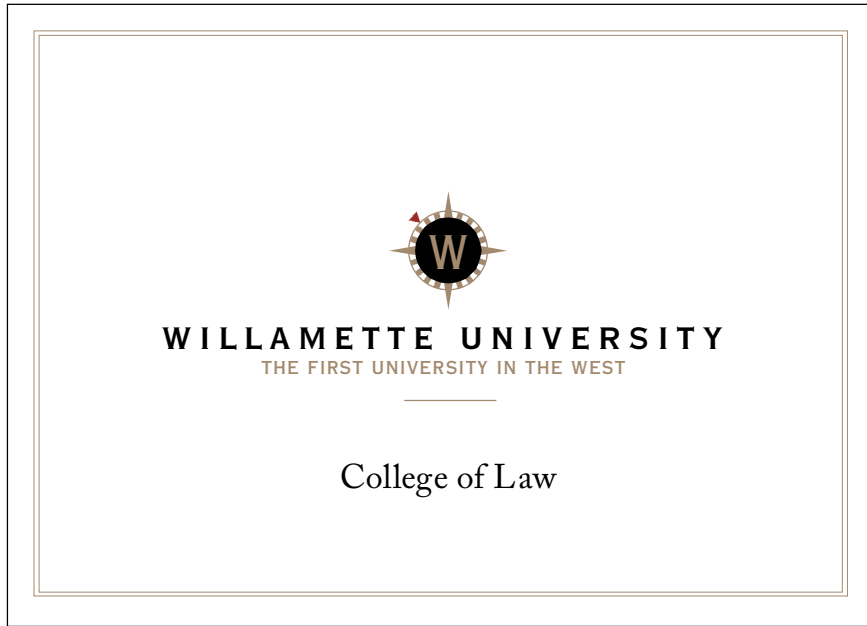
For sending things that will not fit into the standardized envelopes, a mailing label is also available at the Copy Center.



Invitations

Going to a standardized invitation for the majority of events for all four schools means greater consistency of our identity. Below is the new university invitation. We will be using this invitation as often as possible. If a different design is needed, please contact the office of communications.

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