

## UNIVERSITY OF VIRGINIA STATIONERY SYSTEM

Please refer to this sheet when ordering or printing stationery.  
Note that options are available for University schools and administrative units. Files are available in 2-color format for offset printing or 4-color format for digital printing.

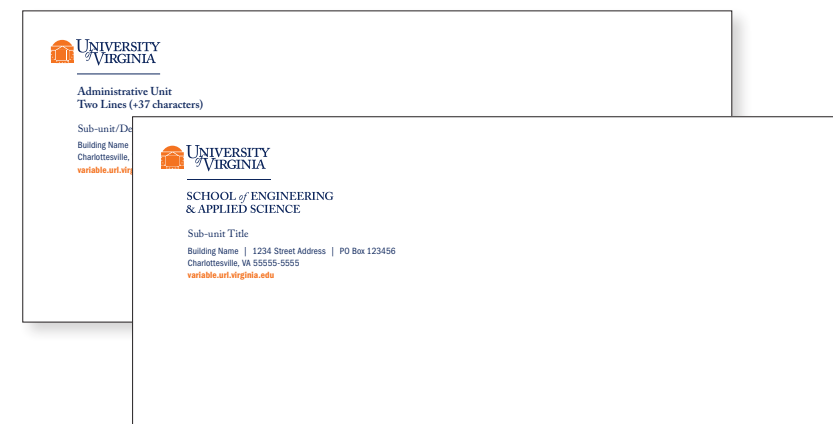
- **LETTERHEAD:** 3 layout options
- **MONARCH LETTERHEAD:** 1 option
- **BUSINESS CARDS:** 4 layout options
- **ENVELOPES:** 2 size options

Each business card option is available in an alternative layout that accommodates longer titles.

## UVA STATIONERY ENVELOPES

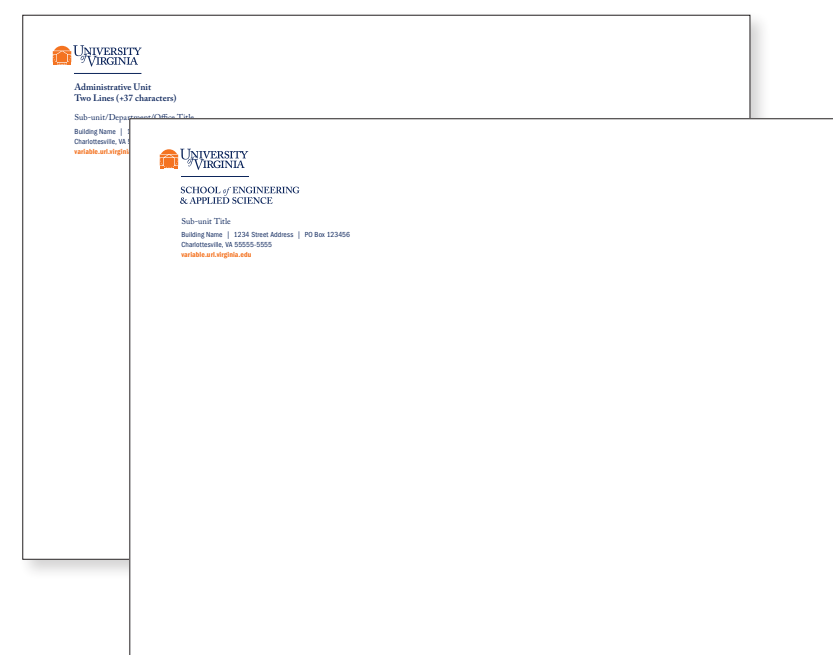
### # 10 ENVELOPE

Size: 9.5" w x 4.125" h  
Colors: 2/0 or 4/0 - Digital (must be laser safe)  
Stock: 60# Accent Opaque Text White Smooth - Commercial Flap



### 12x9 BOOKLET ENVELOPE

Size: 12" w x 9" h  
Colors: 2/0 or 4/0 - Digital  
Stock: 70# Accent Opaque Text White Smooth



## UVA STATIONERY LETTERHEAD: 3 OPTIONS

Size: 8.5" w x 11" h  
Colors: 2/0 or 4/0 - Digital (must be laser safe)  
Stock: 70# Accent Opaque Text White Smooth

### LETTERHEAD OPTION 1



### LETTERHEAD OPTION 3

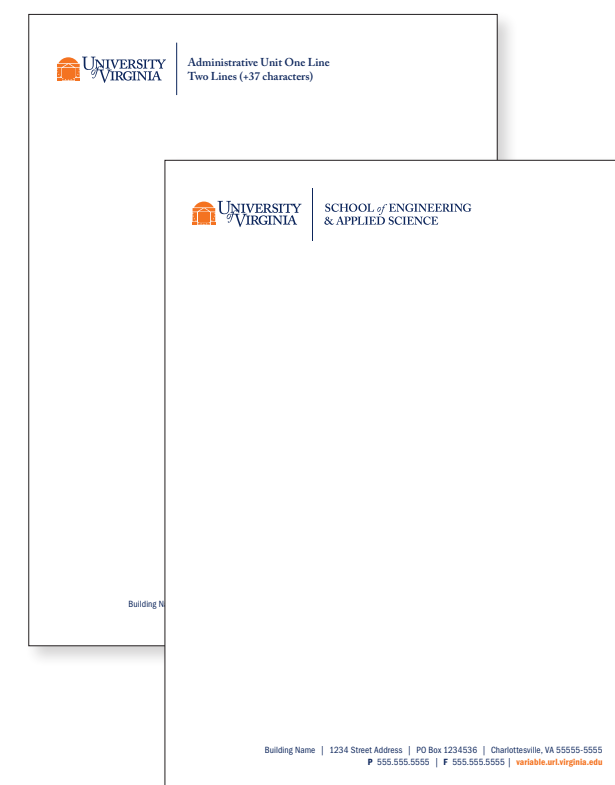


### LETTERHEAD OPTION 2



## MONARCH LETTERHEAD: 1 OPTION

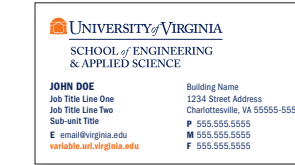
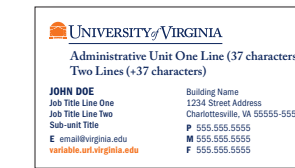
Size: 6.25" w x 8.5" h  
Colors: 2/0 or 4/0 - Digital (must be laser safe)  
Stock: 70# Accent Opaque Text White Smooth



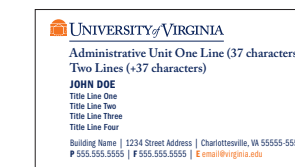
## UVA STATIONERY BUSINESS CARDS: 4 OPTIONS

Size: 3.5" w x 2" h  
Colors: 4/0 or 4/4 Digital  
Stock: 120# Accent Opaque Cover White Smooth

### BUSINESS CARD OPTION 1



#### OPTION 1 LONGER TITLE ALTERNATE



### BUSINESS CARD OPTION 3



#### FRONT



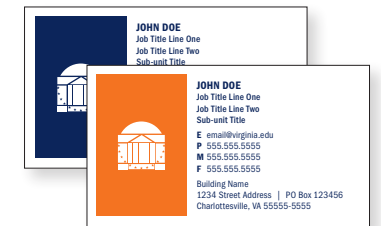
#### BACK

#### OPTION 3 LONGER TITLE ALTERNATE



#### FRONT: LONGER TITLE

### BUSINESS CARD OPTION 2

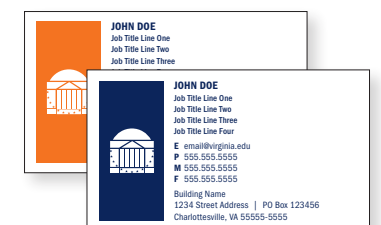


#### FRONT



#### BACK

#### OPTION 2 LONGER TITLE ALTERNATE



#### FRONT: LONGER TITLE

### BUSINESS CARD OPTION 4



#### FRONT



#### BACK

#### OPTION 4 LONGER TITLE ALTERNATE



#### FRONT: LONGER TITLE