

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 LETTERHEAD: 3 OPTIONS**

- **LETTERHEAD OPTION 1**
- **LETTERHEAD OPTION 2**
- **LETTERHEAD OPTION 3**

**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 BUSINESS CARDS: 4 OPTIONS**

- **BUSINESS CARD OPTION 1**
- **BUSINESS CARD OPTION 2**
- **BUSINESS CARD OPTION 3**
- **BUSINESS CARD OPTION 4**

**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