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
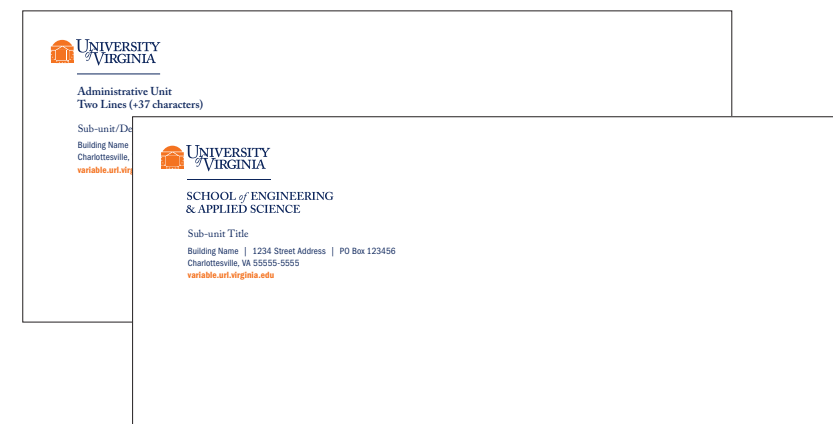for offset printing or 4-color format for digital printing.

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

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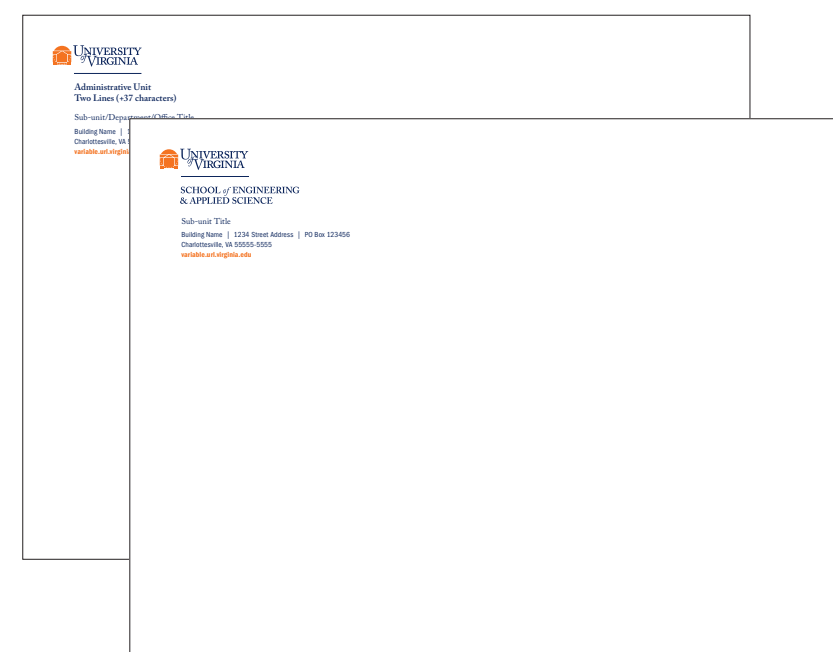accommodates longer titles.

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
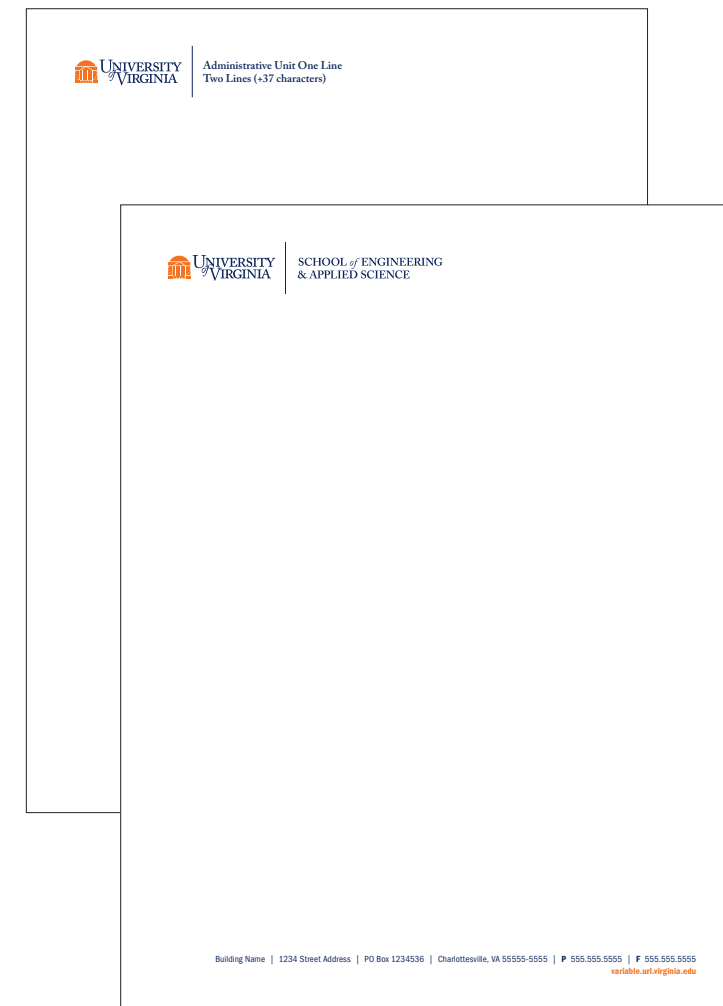
12x9 BOOKLET ENVELOPE

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

UVA STATIONERY LETTERHEAD: 2 OPTIONS

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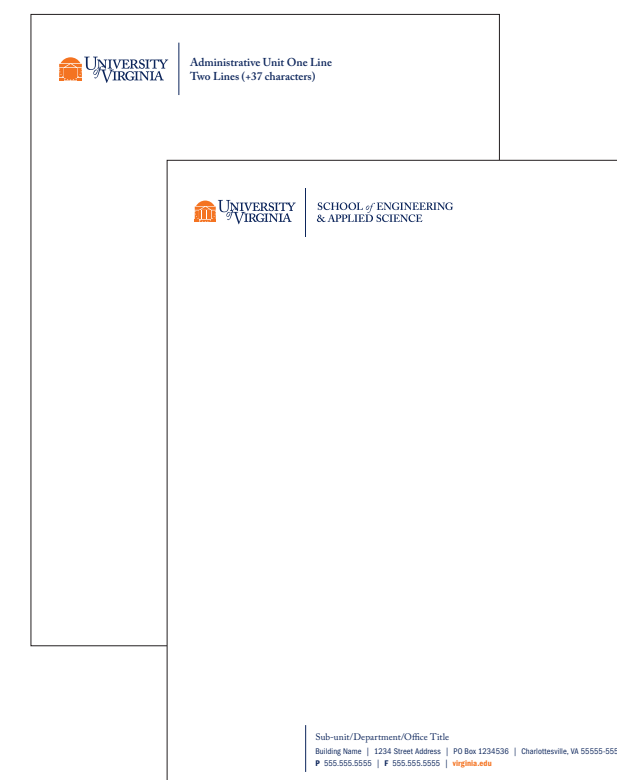Stock: 70# Accent Opaque Text White Smooth

LETTERHEAD OPTION 1

LETTERHEAD OPTION 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: 3 OPTIONS

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

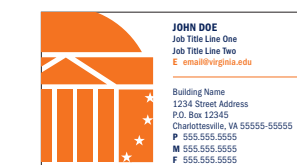**BUSINESS CARD OPTION 1**

FRONT

BACK

BUSINESS CARD OPTION 2

FRONT

BACK

BUSINESS CARD OPTION 3

FRONT

BACK