Letterhead

EMPORIA STATE UNIVERSITY

College/Department NAME HERE

Indicates changeable components

1. School or college name. If not associated with school or college, can be department name. (i.e. Marketing & Media Relations). This can extend to 2 lines if needed.

2. Individual's name, department name or can be blank.

3. Address: Up to 3 lines, campus box, address, and city, state, zip. Phone/fax/url: variable up to 3 lines phone, fax, and url.

4. I'm A Hornet badge optional.

Pantone 132 and Black

Second sheets are blank

An Equal Opportunity Employer
Departmental #10 Envelope

Pantone 132 and Black

1. School or college name. If not associated with school or college, can be department name. (i.e. Marketing & Media Relations). This can extend to 2 lines if needed.

2. Individual's name, department name or can be blank.

3. Address: Up to 3 lines, campus box, address, and city, state, zip.

4. I'm A Hornet badge optional.
Left Window Envelope

1 School or college name. If not associated with school or college, can be department name. (i.e. Marketing & Media Relations). This can extend to 2 lines if needed.

2 Individual's name, department name or can be blank. 1 line.

3 Address: Up to 3 lines, campus box, address, and city, state, zip.

Indicates changeable components
Business Reply Envelope

IMPORTANT: DO NOT ENLARGE, REDUCE OR MOVE the FIM and POSTNET barcodes. They are only valid as printed!

Special care must be taken to ensure FIM and POSTNET barcode are actual size AND placed properly on the mail piece to meet both USPS regulations and automation compatibility standards.

Indicates changeable components

Department name and campus box
Business Cards

**Name Here, Designation**
Title, Department
School or College/Line 2 if needed

**EMPORIA STATE UNIVERSITY**

Building 000
Campus Box 4000
1 Kellogg Circle
Emporia, Kansas 66801-5415
620-341-0000
optional additional number
620-341-0000 fax
name@emporia.edu
www.emporia.edu

**I’M A HORNET.**

Pantone 132 and Black
Front only

1. Individual's name and optional designation (i.e. Ph.D.)
2. Individual's title, department
3. Building and room number
4. Address: Up to 3 lines, campus box, address, and city, state, zip.
5. Phone/fax/email/url: variable up to 5 lines. Phone, optional additional phone, fax, email and url.
6. I’m A Hornet badge optional.