

# 9.0 STATIONERY

9.01 BUSINESS CARDS

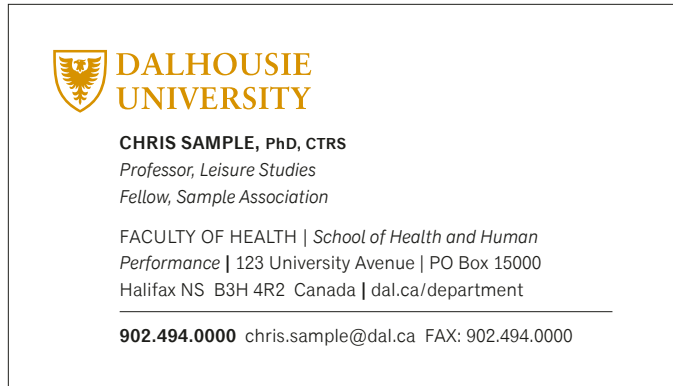
9.02 LETTERHEAD

9.03 ENVELOPES

## 9.0 STATIONERY | 9.01 BUSINESS CARDS

Business cards are an effective way to reinforce Dalhousie's fresh and bold brand as our faculty and staff—our key brand ambassadors—share their cards with colleagues. Cards will adhere to the following guidelines to ensure consistency across the university.

Please contact [design.services@dal.ca](mailto:design.services@dal.ca) to order your cards or [order online at dsm412.creativeservices.dal.ca/business-cards](https://dsm412.creativeservices.dal.ca/business-cards).



A (front)

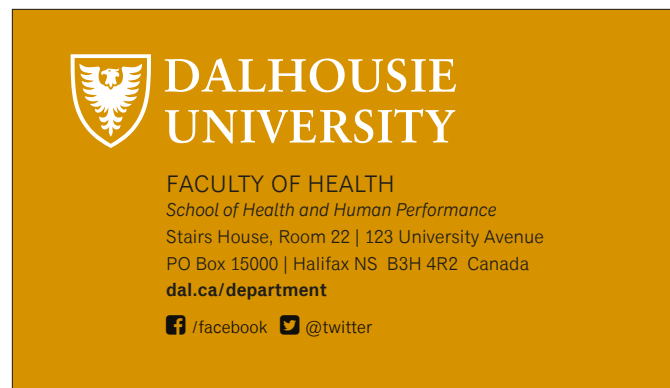


B (back)

Option #1  
Information is  
printed on  
A side only



A (front)



B (back)

Option #2  
Contact information  
is printed on A side  
University information  
is printed on B side

## 9.0 STATIONERY | 9.02 LETTERHEAD

Letterhead is produced on pre-printed colour shells. Please contact [design.services@dal.ca](mailto:design.services@dal.ca) to order your letterhead or order online at [dsm412.creativeservices.dal.ca/stationery.html](http://dsm412.creativeservices.dal.ca/stationery.html).

When printing on letterhead, the margin guidelines below will help you create consistent correspondence with the correct amount of white space.



## 9.0 STATIONERY | 9.03 ENVELOPES

Number 10 envelopes are produced on pre-printed colour shells. Colour logo is an option on oversize envelopes. Please contact [design.services@dal.ca](mailto:design.services@dal.ca) to order your envelopes or order online at [dsm412.creativeservices.dal.ca/stationery.html](http://dsm412.creativeservices.dal.ca/stationery.html).

### Number 10 Envelope

