



Selwyn College

Stationery

College Council has agreed a standardised design for College stationery and this is now available for your use.

The following items have been prepared:

- Letterhead (Fellowship & College Offices versions)
- Compliment slips
- Business cards



Templates for the letterhead and compliment slips are available to download from the College website (www.sel.cam.ac.uk/intranet/stationery/) and can be personalised as appropriate. These should reproduce equally well in colour or black and white. The default font for the stationery is Palatino 10 point on 12pt spacing.

If you should require a supply of preprinted items, these can be ordered from the designer, Cameron Design, by emailing camerongraphics@btconnect.com with any personal or departmental details you would like included. The letterhead and compliment slips will be printed on 100g high white, and the business cards on 240g brilliant white. Please note, however, that the cost will come out of your usual departmental or other agreed budget, if you have one; otherwise it will have to be a personal expense.

Master
9 April 2009