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JUNE 25, 2014

# STATIONERY SPECIFICATION



**NYU**

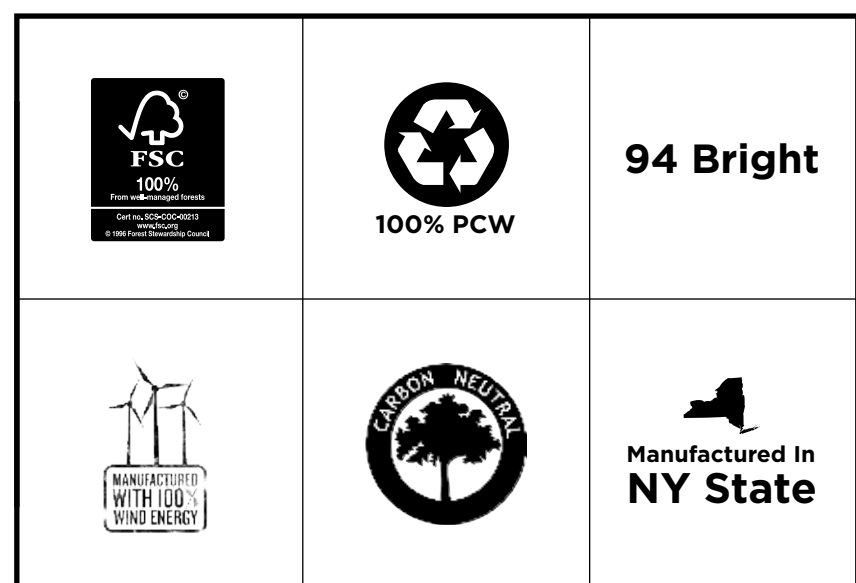
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Catalog of online templates available through i-Buy

	<p><b>A. Letterhead</b>              8.5 x 11              2 color: PMS 2597 and Black              Paper: Strathmore Premium 100 PC White              Option 1: 24# Writing              Option 2: 80# Text</p>		<p><b>H. Stickers</b>              Size: 5.5 x 4              2 color: PMS 2597 and Black              Paper: Strathmore Premium 100 PC White</p>
	<p><b>B. #10 Commercial Envelope</b>              Size: 9.5 x 4.125              2 color: PMS 2597 and Black              Paper: Strathmore Premium 100 PC White              Option 1: 24# Writing              Option 2: 80# Text</p>		<p><b>I. Monarch Letterhead</b>              7.25 x 10.5              2 color: PMS 2597 and Black              Paper: Strathmore Premium 100 PC White              Option 1: 24# Writing              Option 2: 80# Text</p>
	<p><b>C. #10 Window Envelope</b>              Size: 9.5 x 4.125              2 color: PMS 2597 and Black              Paper: Strathmore Premium 100 PC White              24# Writing</p>		<p><b>J. Monarch Envelope</b>              Size: 7.5 x 3.875              2 color: PMS 2597 and Black              Paper: Strathmore Premium 100 PC White              Option 1: 24# Writing              Option 2: 80# Text</p>
	<p><b>D. Business Cards</b>              Size: 3.5 x 2              2 color: PMS 2597 and Black              Paper: Strathmore Premium 100 PC White              Option 1: 100# Cover              Option 2: 130# Cover</p>		<p><b>K. 13 x 10 Envelope (horiz default)</b>              2 color: PMS 2597 and Black              Horizontal and Vertical Opening              Paper: white and craft</p>
	<p><b>E. Notepad</b>              Size: 5 x 8              2 color: PMS 2597 and Black              Paper: Strathmore Premium 100 PC White              80# Text</p>		<p><b>L. 12 x 9 Envelope (horiz default)</b>              2 color: PMS 2597 and Black              Horizontal and Vertical Opening              Paper: white and craft</p>
	<p><b>F. Compliments Slip</b>              Size: 4 x 6, folds to 4 x 5              2 color: PMS 2597 and Black              Paper: Strathmore Premium 100 PC White              100# Cover</p>		<p><b>M. 9 x 6 Envelope (horiz default)</b>              2 color: PMS 2597 and Black              Horizontal and Vertical Opening              Paper: white and craft</p>
	<p><b>G. Buckslip</b>              Size: 4 x 6.5              2 color: PMS 2597 and Black              Paper: Strathmore Premium 100 PC White              80# Text</p>		

What kind of paper is the stationery printed on?

All NYU stationery is printed on Strathmore Premium 100 PC White. This stationery meets two primary requirements; it's a premium sheet with the brightness necessary to achieve excellent print quality and secondly, it's created with 100% PCW (Post Consumer Waste) recycled material. Additionally, Strathmore Premium is FSC Certified, Carbon Neutral, and manufactured in NY State with 100% windpower.





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**P:** 212 998 7100  
**M:** 917 000 0000  
**F:** 212 998 0000

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sps.nyu.edu

Dear Mr. Pleasant,

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean a tortor urna. Maecenas tristique, ipsum eu scelerisque scelerisque, lacus urna laoreet elit, non scelerisque orci odio sed tellus. Praesent pretium, magna vel lacinia volutpat, ligula tellus malesuada orci, eget iaculis purus mi ut dui. Curabitur id augue laoreet justo dignissim aliquet. Vestibulum a mauris eu neque pellentesque ullamcorper semper non orci. Fusce pharetra fermentum ultricies. Fusce eu neque a massa consectetur sagittis. Suspendisse potenti. In odio justo, venenatis in tempus at, fermentum quis erat. Vestibulum dictum, lectus sit amet imperdiet laoreet, leo magna fermentum quam, id sodales leo lectus nec nisl. In diam sapien, cursus eu feugiat at, egestas sit amet enim. Suspendisse.

Maecenas in dui nec arcu porttitor facilisis. Donec eros tortor, lobortis vitae laoreet eu, aliquam eu ante. Nunc tempor, lectus vitae sagittis tincidunt, quam massa bibendum nunc, at volutpat tellus enim in diam. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Proin cursus facilisis tempor. Mauris vitae arcu enim. Nam odio orci, pulvinar at condimentum sed, ultrices ut elit. Nunc commodo feugiat porta. In hac habitasse platea dictumst.

Nulla facilisi. Ut sed nisi metus. Nulla facilisi. Mauris fermentum urna a ipsum volutpat dignissim. Donec volutpat venenatis libero in condimentum. Nulla facilisi. Phasellus suscipit mi vitae tellus vulputate sit amet mollis velit malesuada. Phasellus at ullamcorper magna. In mauris dui, ultricies vel pellentesque a, facilisis at odio. Cras imperdiet erat eu urna tincidunt quis tristique ante convallis. In at metus odio.

Sincerely,

Full Name, Title  
Contact Details if needed



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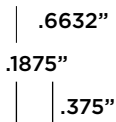
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Graphic Communications Management and Technology, Management and Information Technology



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**NAME FIELD**  
Title/Department Field One  
Title/Department Field Two

**School Name**  
Address Field  
City, State, Zip

**P:** 000 000 000 **M:** 000 000 0000 **F:** 000 000 0000  
email field  
website URL

Minimum Title/Department Field



**SCHOOL OF PROFESSIONAL STUDIES**

**NAME FIELD**  
Title/Department Field One  
Title/Department Field Two  
Title/Department Field Three  
Title/Department Field Four

**School Name**  
Address Field  
City, State, Zip

**P:** 000 000 000 **M:** 000 000 0000 **F:** 000 000 0000  
email field

Maximum Title/Department Field

.25"

.25"

.375"

.1875"



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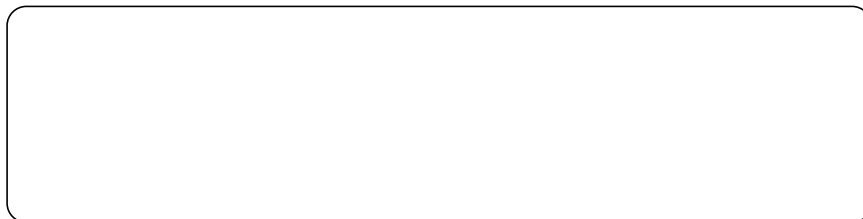
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.375

.375



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1"  
Fold



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Date: \_\_\_\_\_

To: \_\_\_\_\_

- Per our discussion
- For your information
- Please follow up as appropriate
- Please discuss with me
- Please sign and return
- Please recommend suitable action
- RUSH - Immediate action desired

\_\_\_\_\_

\_\_\_\_\_

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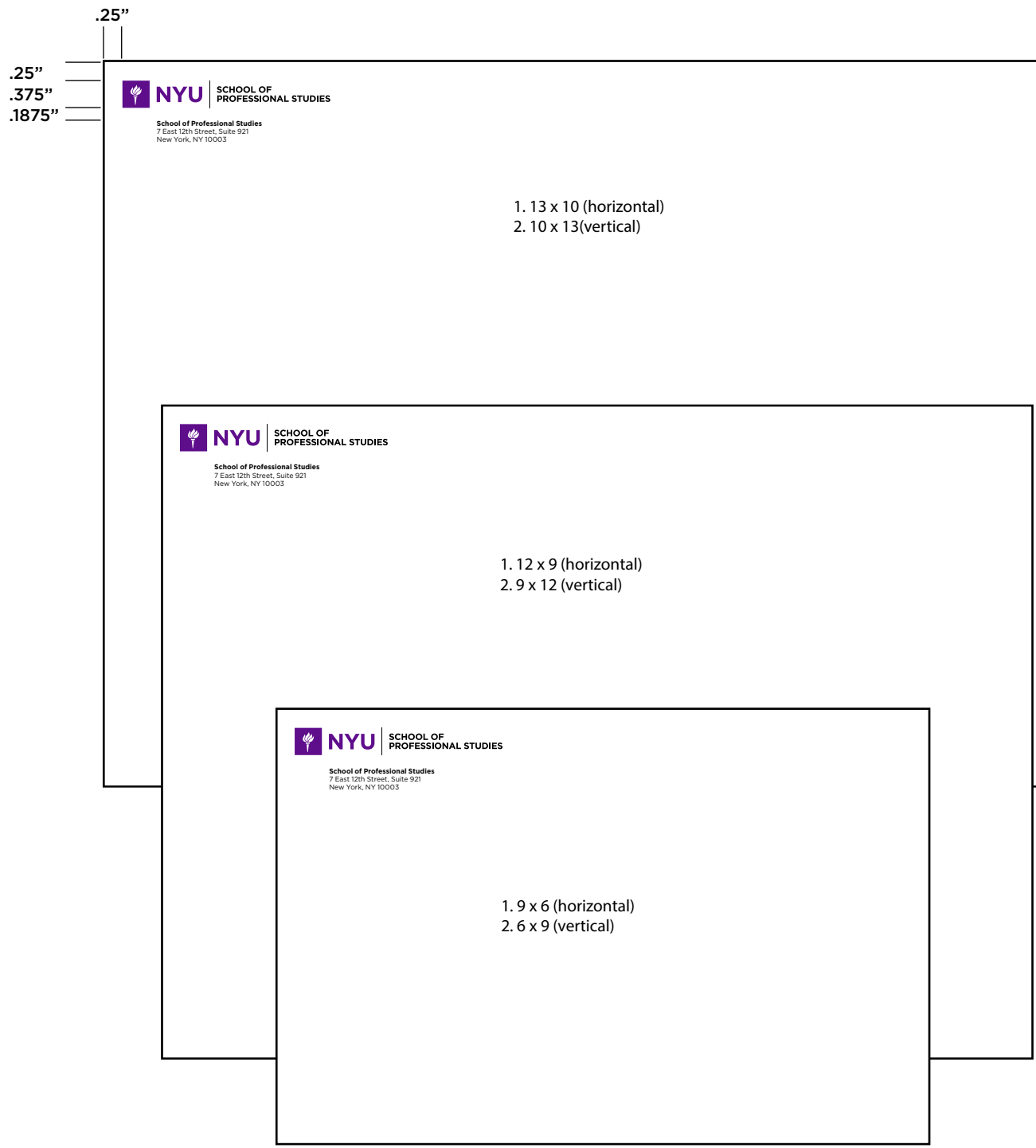
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White



Craft

