

Director's Office

315 Morrill Hall, P.O. Box 5437
Fargo, ND 58105-5437

Extension Letterhead

- Letterhead following the format on this page is the only letterhead approved for Extension use. No longer having penalty mail does not affect this standard. Campus and REC staff may use approved department or REC letterhead.

Letterhead may **not** be created on your computer.

- The NDSU headline is a match with university letterhead.
- Ink color is PMS #342 green (no exceptions)
- Paper . . . – Beckett Concept 24# (sand color)

-or-

– Royal Bond watermarked 24# (white color)

- Size is 8½ x 11 inches — and margins are precise.
- Info included at upper left:
 - office name
 - street/building address, post office address
 - city, state, zip (including 9-digit)
- Info included at upper right:
 - phone, fax, e-mail, Extension Web URL
 - you may also request personal e-mail or local URL
- EEO and cooperating statements centered at bottom.
- 4-H clover and approved logos are placed in lower left.
- Ag Comm Print Shop prices as of August 2004 are:

500 – \$39	1000 – \$59	1500 – \$78	Additional boxes
2000 – \$97	2500 – \$116	3000 – \$135	of 500 – \$19/box

Second (blank) sheets are also available for purchase in groups of 500 at \$13/box

If you want to have letterhead printed locally, contact Agnes Vernon for a master at 231-7409 or agnes.vernon@ndsu.nodak.edu and follow these specifications.