Stationery

All corporate stationery items must be ordered through the University’s Print Services. These include business cards, letterheads, compliment slips, document folders, place cards and envelopes. There is some flexibility in the designs available; please see the following pages for further details and examples.

Email signatures

Colleagues are encouraged to use the following format in email signatures:

Name of sender
Job title
Address (including country)
Tel: +44 (0)117 xxx xxxx
Email: joe.bloggs@bristol.ac.uk
Twitter: @joebloggs (if relevant)
bristol.ac.uk

Stationery

Business cards

Business cards are printed on both sides. The front of the card follows a standard format with designated areas for name, job title, address and contact details. There are three design options for the back of the card, as shown below.

Front

Department name, postal address, contact details (telephone number, fax number, email address and website)

Name and job title

Back

Option 1
White logo on University red

Option 2
Colour logo

Option 3
Colour logo with QR code

Print Services

bristol.ac.uk/printservices

print-services@bristol.ac.uk

QR codes are available from Print Services;
bristol.ac.uk/printservices
Stationery Letterheads

There are two styles of letterhead available: Option 1 is the standard design, Option 2 contains a defined area for adding logos of partner organisations.

Option 1
Standard design

Option 2
Design incorporating additional logos

Stationery Compliment slips

Compliment slips follow a standard template, as follows.
Stationery Document folders

Document folders are designed to hold 10-50 sheets of A4 paper and include a pocket for business cards.

Stationery Place cards

There are two options for place cards: one with the University logo, the other with the University crest. Choice of design is a matter of personal preference.

Option 1

Area for writing name

Option 2

Area for writing name
Stationery Envelopes

The University logo should appear in the bottom right-hand corner of branded envelopes, clear of the address and postage areas.