

## Recommended Stationery Guidelines

Note: Word files are not recommended for professional printing purposes. Please use a PDF instead.

- ▶ **Business Cards:** Avery Office Products business card template 8371 (standard U.S. size).  
Avery Office Products A4/A5 business card template C32011 (standard non-U.S. size).  
Page scaling must be set to “none.”
- ▶ **Letterhead:** White, 24-lb. laser paper or a bright white linen.
- ▶ **Invitation:** Designed for use as an electronic attachment only.
- ▶ **Name Tent Cards:** To use 1-sided card, fold paper in half.  
To use 2-sided, cut paper in half and fold at dotted lines.
- ▶ **Email banners:** Designed for electronic use only.  
Note: Use at top of email as a banner rather than under signature block.  
For more information, see page 50 of the **brand manual**.
- ▶ **Newsletters:** For use as an electronic attachment or printed. If printed, use white 24-lb. laser paper.