

IDENTITY:

STATIONERY



BUSINESS COMMUNICATIONS



AVAILABLE IN THE I-BUY MARKETPLACE

	Business Cards		Stickers
	Letterhead		Monarch Letterhead
	#10 Commercial Envelope		Monarch Envelope
	#10 Window Envelope		13 x 10 Envelope
	Notepad		12 x 9 Envelope
	Compliments Slip		9 x 6 Envelope
	Buckslip		

GUIDELINES



Spacing

The letter should have a 2" margin from the top of the page and a 1" margin from the left and right of the page.

The body of the letter should be aligned with the "N" in "NYU."

Font for the Body of the Letter

For the text of the letter, we recommend using the Mercury font. If Mercury text is unavailable use either Times New Roman or Arial as the computer default font.

Serif Font

Times New Roman

Sans Serif Font

Arial

Size

11 pt, 14 pt line spacing

Size

10 pt, 14 pt line spacing

Word Templates

Templates are available in the downloads area on our website at nyu.edu/styleguide.

For more information, please email urpa.styleguide@nyu.edu.

