University policy requires that all University offices and departments use the standard stationery formats available through UNH Printing Services. The office or department name, location, and telephone number are generally included, along with the University's logo. All stationery needs can be handled by Printing Services. If there is a format question about your job, Printing Services will refer you to Communications and Public Affairs.

The current paper standard for University stationery is 24 lb. Strathmore Writing, wove finish, white, printed in University blue (PMS 661). Printing Services can supply an approved list of optional paper stocks and comparative prices for recycled and recyclable papers.

Business Cards
Business cards must follow the graphic identity guidelines. As with other stationery items, Printing Services will work within the guidelines to accommodate your specific needs. Please attempt to include only primary contact points on your business cards. With mobile phones, websites, email, and fax as the norm rather than the exception, cards become increasingly busy. Also, keep your message to one side only.