Stationery FAQs

MIDDLE TENNESSEE STATE UNIVERSITY

What is considered to be Stationery?
Business cards, letterhead, electronic letterhead, envelopes (all sizes), memo pads, notepads, router pads, notecards, and mailing labels are all considered to be Stationery. The format, fonts, marks, and colors are defined by the University and may not be altered. Stationery is one of the key branding elements of Middle Tennessee State University.

Who can have University business cards?
Business cards can be ordered for full-time faculty and staff, some part-time staff as determined by their supervisors, Professiors Emeriti as determined by Human Resources or the Provost Office, some graduate assistants, and some students who have significant recruiting or research presentation responsibilities upon request and approval.

Can I use my own design on my business card or provide a different paper to use?
No. The University has an approved standard format for official University business cards. The standard design applies to the paper the cards are printed on, colors, the type face used, and the graphics allowed. The standard must be followed.

What if I want something different on my card?
You can order a two-sided business card. The front side will be the approved University format. Ask Creative and Visual Services to design the back of your card to meet additional information or contact needs.

Can I have personal University letterhead and envelopes?
No. Official University letterhead and envelopes can be created for offices (Office of the President, Office of the Dean, Office of the Chair, etc.), Colleges, Programs, Centers, etc., but are not created for individuals. Memo pads and note cards can be produced for individuals.

May I put a special graphic or seal on my letternead?
Certain secondary graphics, such as accredidtation seals, may be affixed, smaller than the MTSU wordmark, in the lower right-hand corner of letterhead, pending C&VS approval.

Why do I have to have the University street address on envelopes?
The Post Office requires it.

Why do I need an account/index number on envelopes?
If you plan to send through the MTSU Post Office, the account/index number identifies who to charge for postage. If you opt to leave off the account/index number, you must apply postage before mailing.

How can I place my stationery order?
It's easy! Just go to the Creative and Visual Services webpage (mtsu.edu/creativeservices) and click on the Stationery link (mtsu.edu/creativeservices/stationery.php) to start your order. Just follow the prompts and submit your order.

How can I order a reprint?
Either order through the online stationery ordering system at MTSU.edu/creative services/stationery.php or email creativeservices@mtsu.edu to request your reprint.

Stationery for Athletics is different from other University stationery. Can I use the online system for ordering Athletics stationery?
Athletics stationery can be ordered through mtsu.edu/creativeservices/order_form_pub.php. MTSU's Athletic Director worked with Creative and Visual Services and the President's Office to create the official, standard format for Athletics stationery, and that standard format is to be used for all Athletics stationery.

Why do I have to go through Creative and Visual Services to order stationery?
C&VS is responsible for making sure that stationery meets the University's branding standards, that the nondiscrimination statement is current and correct, and for tracking print numbers for reporting purposes. All stationery is to be ordered through Creative and Visual Services and printed on campus by Printing Services.

Who do I contact if I have additional quesions?
Contact Creative and Visual Services at creativeservices@mtsu.edu or call 615-898-2744.

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