
OCTOBER 7, 2015

STATIONERY SPECIFICATION

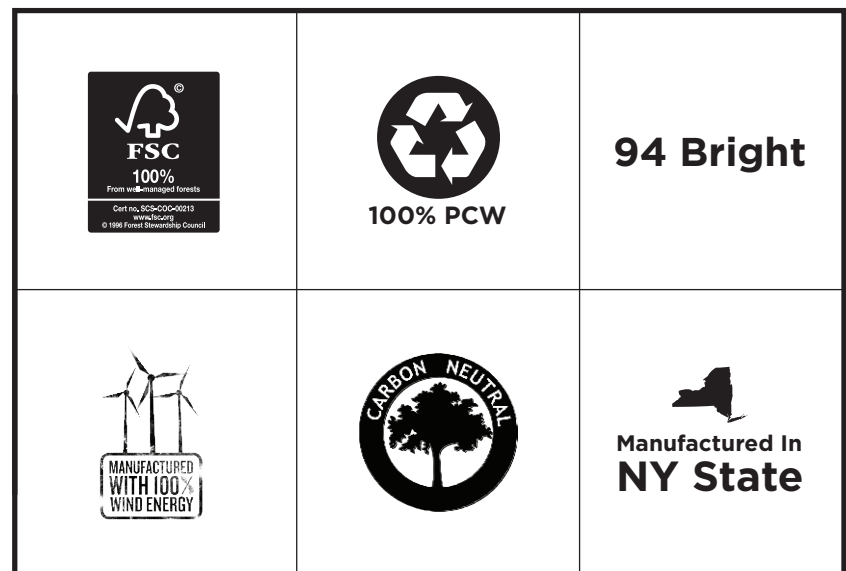


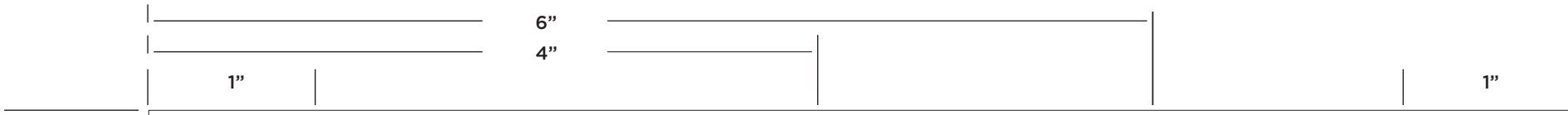
Catalog of online templates available through i-Buy

	<p>A. Letterhead 8.5 x 11 2 color: PMS 2597 and Black Paper: Strathmore Premium 100 PC White Option 1: 24# Writing Option 2: 80# Text</p>		<p>H. Stickers Size: 5.5 x 4 2 color: PMS 2597 and Black Paper: White Crack and Peel labels</p>
	<p>B. #10 Commercial Envelope Size: 9.5 x 4.125 2 color: PMS 2597 and Black Paper: Strathmore Premium 100 PC White Option 1: 24# Writing Option 2: 80# Text</p>		<p>I. Monarch Letterhead 7.25 x 10.5 2 color: PMS 2597 and Black Paper: Strathmore Premium 100 PC White Option 1: 24# Writing Option 2: 80# Text</p>
	<p>C. #10 Window Envelope Size: 9.5 x 4.125 2 color: PMS 2597 and Black Paper: Strathmore Premium 100 PC White 24# Writing</p>		<p>J. Monarch Envelope Size: 7.5 x 3.875 2 color: PMS 2597 and Black Paper: Strathmore Premium 100 PC White Option 1: 24# Writing Option 2: 80# Text</p>
	<p>D. Business Cards Size: 3.5 x 2 2 color: PMS 2597 and Black Paper: Strathmore Premium 100 PC White Option 1: 100# Cover Option 2: 130# Cover</p>		<p>K. 13 x 10 Envelope (horiz default) 2 color: PMS 2597 and Black Horizontal and Vertical Opening Paper: white wove and craft</p>
	<p>E. Notepad Size: 5 x 8 2 color: PMS 2597 and Black Paper: Strathmore Premium 100 PC White 80# Text</p>		<p>L. 12 x 9 Envelope (horiz default) 2 color: PMS 2597 and Black Horizontal and Vertical Opening Paper: white wove and craft</p>
	<p>F. Compliments Slip Size: 4 x 6, folds to 4 x 5 2 color: PMS 2597 and Black Paper: Strathmore Premium 100 PC White 100# Cover</p>		<p>M. 9 x 6 Envelope (horiz default) 2 color: PMS 2597 and Black Horizontal and Vertical Opening Paper: white wove and craft</p>
	<p>G. Bucksliip Size: 4 x 6.5 2 color: PMS 2597 and Black Paper: Strathmore Premium 100 PC White 80# Text</p>		

What kind of paper is the stationery printed on?

All NYU stationery is printed on Strathmore Premium 100 PC White. This stationery meets two primary requirements; it's a premium sheet with the brightness necessary to achieve excellent print quality and secondly, it's created with 100% PCW (Post Consumer Waste) recycled material. Additionally, Strathmore Premium is FSC Certified, Carbon Neutral, and manufactured in NY State with 100% windpower.





.5"



ANDREW BATES
Industry Associate Professor

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abates@nyu.edu
engineering.nyu.edu

Dear Mr. Pleasant,

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Aenean a tortor urna. Maecenas tristique, ipsum eu scelerisque scelerisque, lacus urna laoreet elit, non scelerisque orci odio sed tellus. Praesent pretium, magna vel lacinia volutpat, ligula tellus malesuada orci, eget iaculis purus mi ut dui. Curabitur id augue laoreet justo dignissim aliquet. Vestibulum a mauris eu neque pellentesque ullamcorper semper non orci. Fusce pharetra fermentum ultricies. Fusce eu neque a massa consectetur sagittis. Suspendisse potenti. In odio justo, venenatis in tempus at, fermentum quis erat. Vestibulum dictum, lectus sit amet imperdiet laoreet, leo magna fermentum quam, id sodales leo lectus nec nisl. In diam sapien, cursus eu feugiat at, egestas sit amet enim. Suspendisse.

Maecenas in dui nec arcu porttitor facilisis. Donec eros tortor, lobortis vitae laoreet eu, aliquam eu ante. Nunc tempor, lectus vitae sagittis tincidunt, quam massa bibendum nunc, at volutpat tellus enim in diam. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Proin cursus facilisis tempor. Mauris vitae arcu enim. Nam odio orci, pulvinar at condimentum sed, ultrices ut elit. Nunc commodo feugiat porta. In hac habitasse platea dictumst.

Nulla facilisi. Ut sed nisi metus. Nulla facilisi. Mauris fermentum urna a ipsum volutpat dignissim. Donec volutpat venenatis libero in condimentum. Nulla facilisi. Phasellus suscipit mi vitae tellus vulputate sit amet mollis velit malesuada. Phasellus at ullamcorper magna. In mauris dui, ultricies vel pellentesque a, facilisis at odio. Cras imperdiet erat eu urna tincidunt quis tristique ante convallis. In at metus odio.

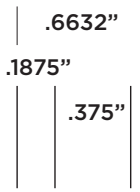
Sincerely,



Full Name, Title
Contact Details if needed

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Department of Civil Engineering



NAME FIELD
Title/Department Field One
Title/Department Field Two
School Name
Address Field
City, State, Zip
P: 000 000 000 **M:** 000 000 0000 **F:** 000 000 0000
email field
website URL

NAME FIELD
Title/Department Field One
Title/Department Field Two
Title/Department Field Three
Title/Department Field Four
School Name
Address Field
City, State, Zip
P: 000 000 000 **M:** 000 000 0000 **F:** 000 000 0000
email field

Minimum Title/Department Field

Maximum Title/Department Field

.25"

.25"

.375"

.1875"



NYU

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OF ENGINEERING**

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NYU

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.375

.375



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1"
Fold



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ANDREW BATES
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Date: _____

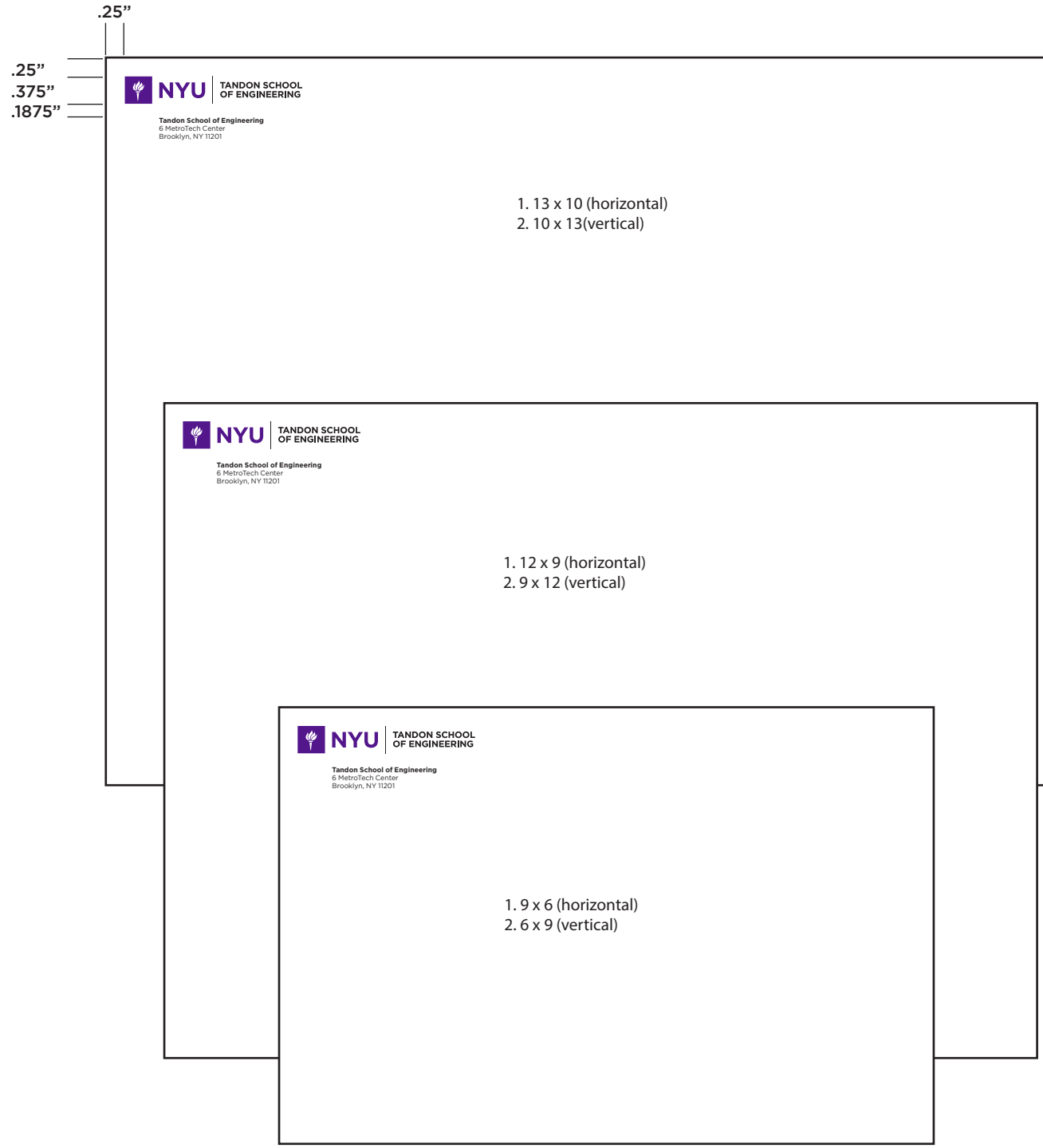
To: _____

- Per our discussion
- For your information
- Please follow up as appropriate
- Please discuss with me
- Please sign and return
- Please recommend suitable action
- RUSH - Immediate action desired



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White



Craft

