



Letterhead Guide

Rev. October 15, 2013

Use of college-approved stationery is a key component of MCC's graphic identity. Do not attempt to create your own digital letterhead or other stationery products. Do not alter logo placement or size within a document/template header.

- MCC Printing Services is equipped to produce pre-printed letterhead and envelopes, as well as letterhead templates (in Microsoft Word) for employee use.
- College letterhead must include the MCC logo or an approved logo lockup* at the top left corner of the page.
- Employee names and titles may only appear at the top of the letterhead if the MCC logo is used (i.e., names and titles may not be included at the top of the page if a logo lockup* appears at the top).
- Footers may be personalized to individual employees and/or departments.
- Letterhead may be produced in color or in black and white. When printing in color, use the color version of the logo/letterhead; when printing in black and white, use the black and white version of the logo/letterhead.
- Letterhead templates have been set up to accommodate multiple-page correspondence (i.e., header and footer only appears on first page).
- MCC fonts are Arial, Century Schoolbook, Trade Gothic and Clarendon T. Please use Century Schoolbook for correspondence.

Please contact Rosanna Condello, Marketing and Community Relations, or Printing Services with any questions.

*Logo lockups are complementary logos that replace pre-existing departmental, divisional and programmatic logos. This approach is designed to provide a strong, consistent visual identify for the college. Logo lockups are produced by Printing Services with prior division approval. (See the example below.)

