



**Persons Name Goes Here**

*Title goes here Title goes here Title goes here Title goes here Title goes here*

*Department Name Goes Here overflow to a second line of text if needed*

Louisiana State University  
Parent Name Goes Here (optional)  
Room # Building Name  
Baton Rouge, LA 70803

loginname@lsu.edu

O 225-XXX-XXXX

C 225-XXX-XXXX

F 225-XXX-XXXX

f geauxLSU

t @LSU

lsu.edu/xxxxxxxxxxxx

Sample Maximum Content



**Person's Name Goes Here**

*Title goes here Title*

loginname@lsu.edu

225-XXX-XXXX

lsu.edu

Louisiana State University  
Room # Building Name  
Baton Rouge, LA 70803

Sample Minimum Content

## LSU Business Cards

### Approved LSU Domains

- lsu.edu
- agcenter.lsu.edu
- eng.lsu.edu
- law.lsu.edu
- lsusports.net
- lsufoundation.org
- me.lsu.edu
- ncbrr.lsu.edu
- outreach.lsu.edu
- vetmed.lsu.edu

**Only LSU employees may have business cards. Students do not qualify to receive LSU business cards with the sole exception of paid graduate assistants.**

### Maximum Content Limitations

- The right column may contain a maximum of 7 lines of content.
- All content must fit into configured template.
- No logos may be added anywhere on the card.
- Double-sided cards are not allowed except for foreign language cards.

### Minimum Requirements

- Must include a url with an approved LSU domain [see list at left]
- If no url is provided, the main url "lsu.edu" will be printed on the card.
- An LSU email address with an approved domain [see list at left] is required.
- Non LSU email addresses are not allowed.
- A phone number is required.
- An employee name is required.
- A title is required.


### Social Media on Business Cards

- Only LSU Facebook and Twitter accounts that are listed on the LSU social media directory may be listed on the business cards.
- No personal social media accounts are allowed on business cards.
- Twitter handles listed on business cards should be the @ symbol followed by your LSU Twitter account username.
- Facebook handles should be the unique url for your LSU account. For example, the main LSU facebook page url is: facebook.com/geauxLSU. Therefore the handle on the business card will be: geauxLSU.

### Foreign Language Back

- Faculty and staff traveling abroad for LSU may have a foreign language version on the back of their card.
- The person requesting the foreign language card is responsible for providing all translated text to the printer as a PDF.
- A MS Word template set-up at the correct size and containing the LSU logo is available from Communications & University Relations for foreign language cards.
- Foreign language content MUST match the English language side of the card. No additional content is allowed.


Return Address with Parent Only

 <p>College of <b>Name of College Goes Here</b> Louisiana State University Building Here • Baton Rouge, LA 70803</p>	
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8-7/8" w

3-7/8" h

Return Address with Parent and Sub-Unit

 <p>College of <b>Name of College Goes Here</b> <b>School or Department Name Goes Here</b> Louisiana State University Building Here • Baton Rouge, LA 70803</p>	
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**LSU No. 9 Envelopes**

- Envelopes are available in LSU purple only.
- Content slots are available for a parent name, sub-unit name, and mailing address.
- Parent name and mailing address are required for all return addresses.

Return Address with Parent Only

The envelope template features the LSU logo on the left. To its right, the text reads: "College of Name of College Goes Here", "Louisiana State University", and "Building Here • Baton Rouge, LA 70803". A large rounded rectangular box is positioned in the center for the return address. Dimension lines indicate a width of 8-7/8" and a height of 3-7/8".


Return Address with Parent and Sub-Unit

The envelope template features the LSU logo on the left. To its right, the text reads: "College of Name of College Goes Here", "School or Department Name Goes Here", "Louisiana State University", and "Building Here • Baton Rouge, LA 70803". A large rounded rectangular box is positioned in the center for the return address.

**LSU No. 9 Window Envelopes**

- Envelopes are available in LSU purple only.
- Content slots are available for a parent name, sub-unit name, and mailing address.
- Parent name and mailing address are required for all return addresses.


Return Address with Parent Only

 <p>College of <b>Name of College Goes Here</b> Louisiana State University Building Here • Baton Rouge, LA 70803</p>	
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9-1/2" w

4-1/8" h

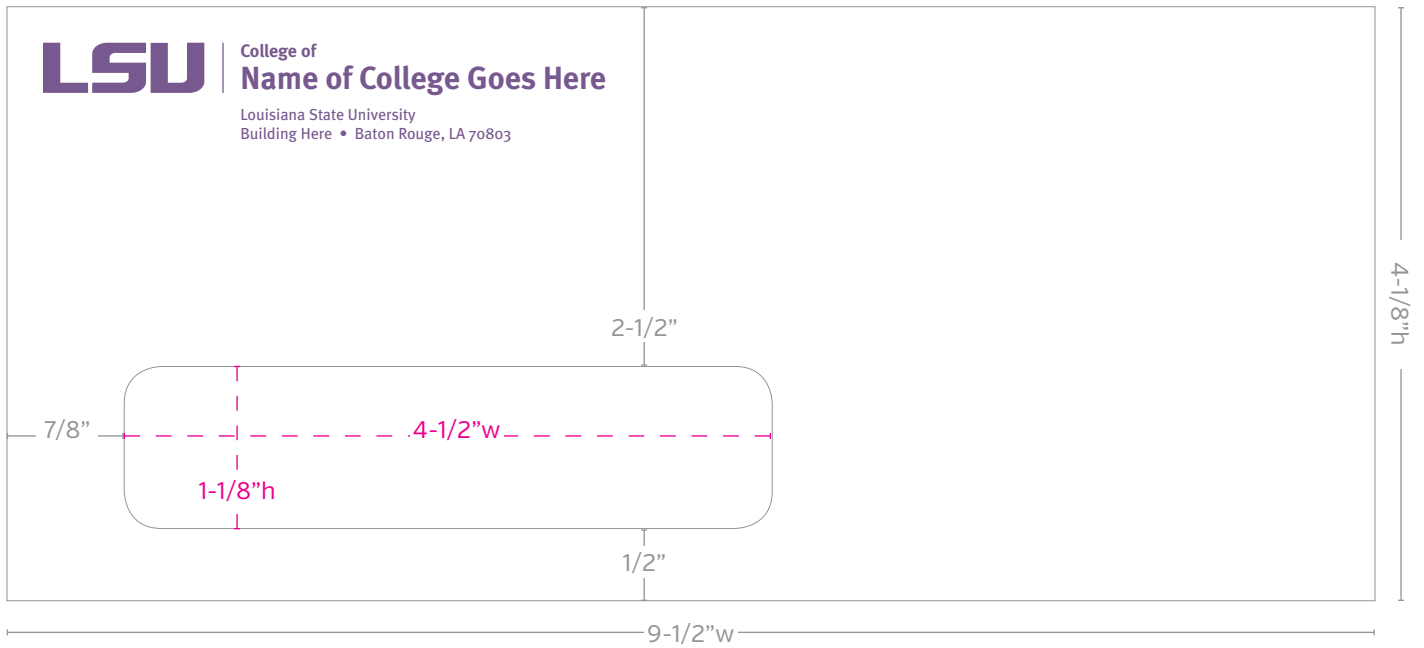
Return Address with Parent and Sub-Unit

 <p>College of <b>Name of College Goes Here</b> <b>School or Department Name Goes Here</b> Louisiana State University Building Here • Baton Rouge, LA 70803</p>	
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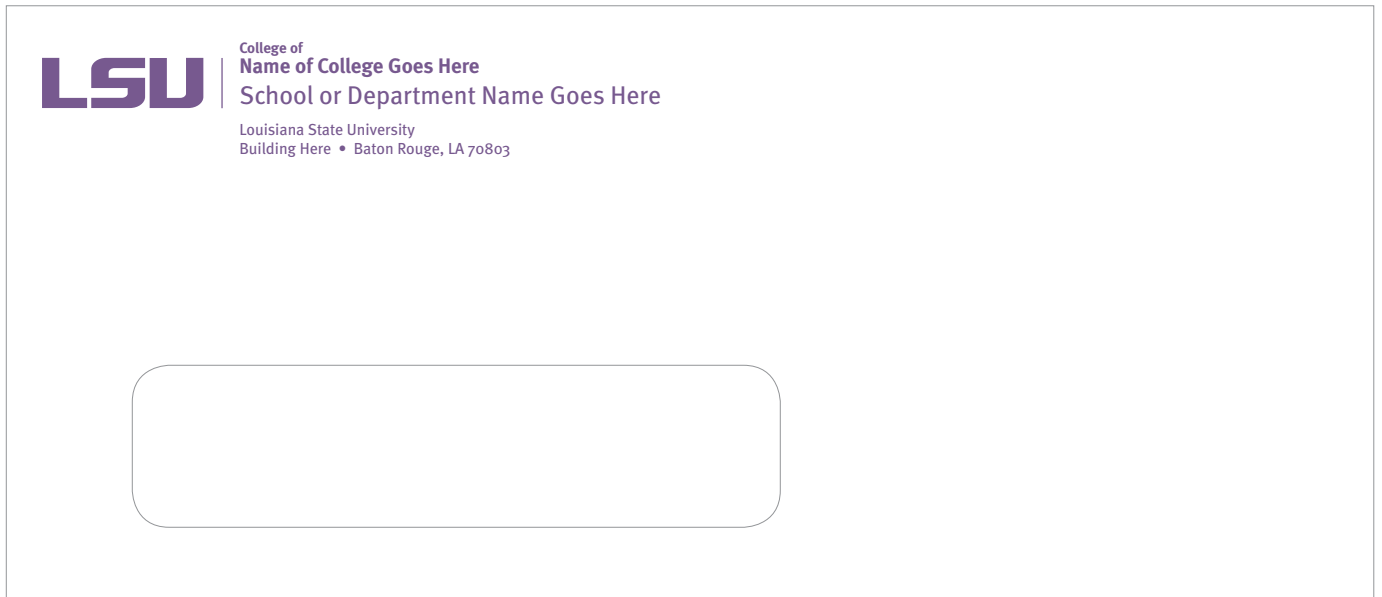
**LSU No. 10 Envelopes**

- Envelopes are available in LSU purple only.
- Content slots are available for a parent name, sub-unit name, and mailing address.
- Parent name and mailing address are required for all return addresses.

### Return Address with Parent Only



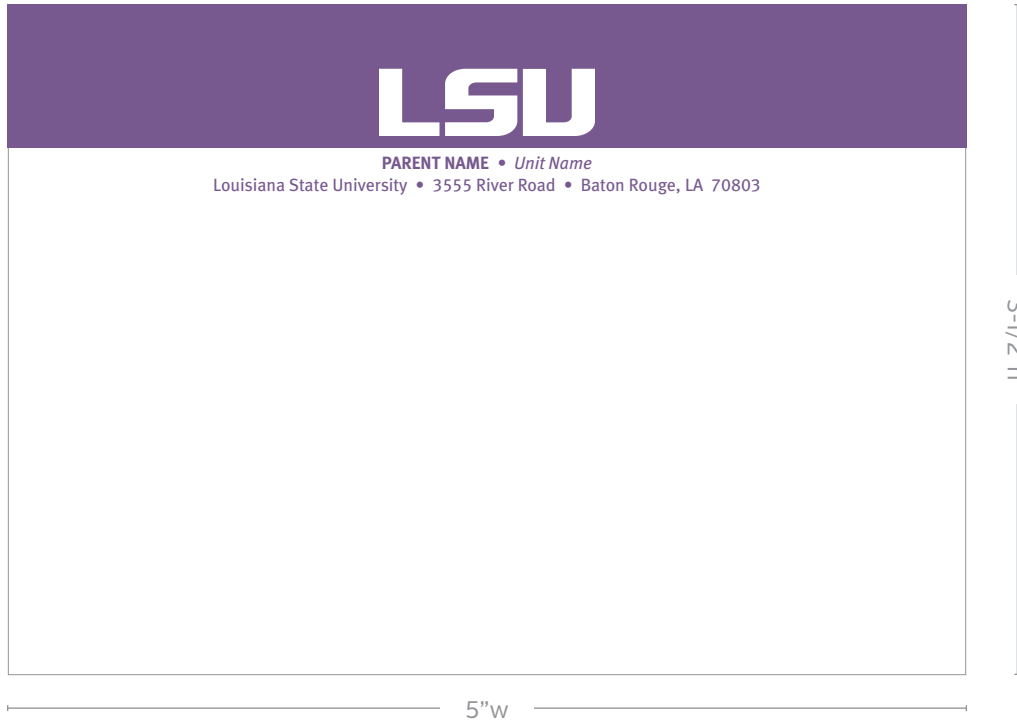
### Return Address with Parent and Sub-Unit



## LSU No. 10 Window Envelopes

- Envelopes are available in LSU purple only.
- Content slots are available for a parent name, sub-unit name, and mailing address.
- Parent name and mailing address are required for all return addresses.

### Sample Mailing Label



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## LSU Mailing Label

- Labels are available in LSU purple only
- Labels will come 4 up on a page.
- Use Avery Label 5168 template for printing recipient address information from your desk top computer.



**Parent Goes  
Here**

**Sub-Unit goes here**

Louisiana State University  
Address  
Baton Rouge, LA XXXXX

O 225-578-####  
F 225-578-####  
www.lsu.edu/xxx

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## **LSU** Letterhead - Option 1

### **Left Column Version**

- Letterhead is available in LSU purple only.
- In accordance with Louisiana state statutes, letterhead printed with state money CANNOT be personalized with an individual's name.
- Content slots are available for a parent name, sub-unit name, mailing address, an office phone number, a fax number, and a url.
- All content slots are required EXCEPT for sub-unit name and fax number.



Parent Goes Here  
Sub-Unit Goes Here

Louisiana State University  
Address  
Baton Rouge, LA XXXXX

O 225-578-####  
F 225-578-####  
[www.lsu.edu/cmda](http://www.lsu.edu/cmda)

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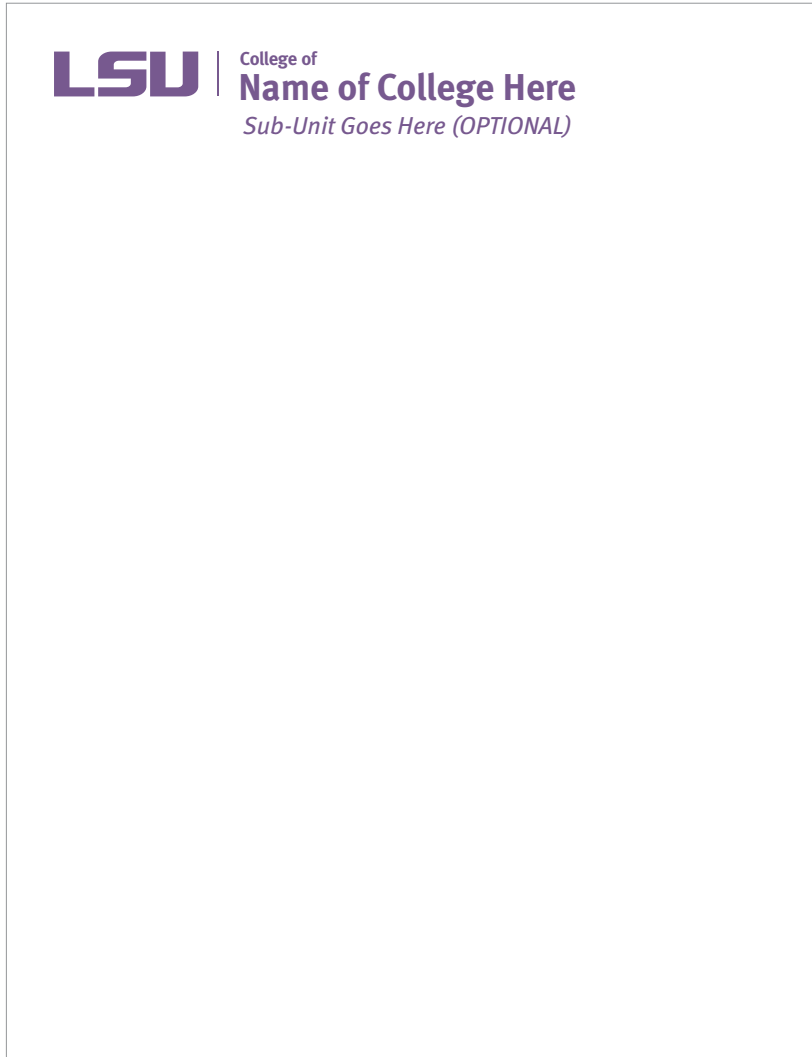
## LSU Letterhead - Option 2

### Centered Version

- Letterhead is available in LSU purple only.
- In accordance with Louisiana state statutes, letterhead printed with state money CANNOT be personalized with an individual's name.
- Content slots are available for a parent name, sub-unit name, mailing address, an office phone number, a fax number, and a url.
- All content slots are required EXCEPT for sub-unit name and fax number.



Note Pad



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**LSU** Note Pad

- Note pads are available in LSU purple only.
- Content slots are available for a parent name and a sub-unit name.

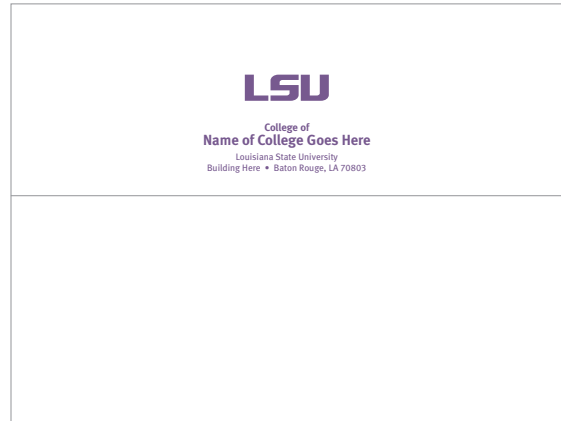
## A2 Notecard



### A2 Envelope Return Address Position Option A



### A2 Envelope Return Address Position Option B



## LSU A2 Notecard & Envelope

### A2 Notecard

- LSU logo may be printed in black, LSU purple, or foil stamped with gold foil or purple foil.
- On foil-stamped versions, the support text must be printed in black ink (with gold foil-stamped logo) or purple ink (with purple foil-stamped logo.)
- **Support text may not be foil stamped.**

### A2 Envelope

- The return address may be printed in black or LSU purple.
- There are two position options for printing the return address on the A2 envelope.
- Option A positions the return address in the standard upper left-hand corner of the envelope front.
- Option B positions the return address on the back flap of the envelope.
- No foil-stamp option is available on the envelope.