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.
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.
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.
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.

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.
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.
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.
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.
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 pads are available in LSU purple only.

Content slots are available for a parent name and a sub-unit name.
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.