



## DIGITAL LETTERHEAD REQUEST

Complete the following to request digital letterhead for your college, school, division, department, or office. Please note that official University letterhead is not created for individuals or personal use. Send your completed form to [univrel@gsw.edu](mailto:univrel@gsw.edu).

All digital letterhead, as well as printed letterhead, envelopes, and business cards, feature the primary GSW logo with the departmental name include in the text. Other forms may include custom departmental logos.

Please note that digital letterhead is strictly for digital use only. To order print letterhead and/or envelopes, contact the Office of Purchasing.

**FOR UNIVERSITY RELATIONS USE ONLY**

Date Received	Date Completed
Revisions/Drafts	Time Spent

### Contact Information of Requester

Name:

Email:

Department:

### Letterhead Information

College/School/Division/Department/Office of:

Address:

Phone:

Fax (optional):

Location (optional):

Email (optional):