

NOVAGraphics: Request for Stationery and Invitation Artwork

To request stationery and invitation artwork, fill out this form and submit to NOVAGraphics by e-mail (NOVAGraphics@nvcc.edu). A project number will be sent to you via e-mail to confirm receipt and entry into our work calendar. Please allow 10 working days for artwork to be prepared.

Date: _____

NOVA Information

Name of contact person* at NOVA: _____

Campus: _____ Office title: _____

Address: _____

Telephone number: _____ E-mail address: _____

* Artwork proofs will be sent to the contact person for review. Any requests for routing slips must be completed by this person as well.

How to Request Stationery and Invitation Artwork:

Stationery: Formal stationery (with the seal) is available to members of the Administrative Council only. Informal stationery (with the logo) is available to the College community. Routing slips are available to members of the Administrative Council, associate vice presidents, and department heads only. **Check and circle all that apply.**

- | | | |
|--|--------|----------|
| <input type="checkbox"/> Letterhead | Formal | Informal |
| <input type="checkbox"/> Envelopes | Formal | Informal |
| <input type="checkbox"/> Mailing Labels | Formal | Informal |
| <input type="checkbox"/> Note Cards | Formal | Informal |
| <input type="checkbox"/> Routing Slips | N/A | Informal |

Invitations: Invitation artwork (with the seal) is available for College-wide events such as groundbreaking and ribbon-cutting ceremonies. Invitations are 7 × 5.125 inches, include a panel, and are printed on white cardstock. Matching envelopes are available. Please include invitation text as a Word attachment with this form.

Approved stationery and invitation artwork will be sent to Printing Services who will then coordinate quantity, budget code, and delivery location with the end user. Formal letterhead and envelopes are ordered once a year and are printed with an outside vendor. Production time will vary.

DR. NAME
Provost of the X Campus

invites you to attend
the ribbon-cutting ceremony of
Northern Virginia Community College's
NEW NAME Building

Sunday, September 29, 2013
at 12 p.m.
Location

RSVP information.

sample wording

How to Order Business Cards, Certificates, and Presentation Folders:

Business Cards: NOVA has a mandatory printing contract for business cards (with the seal). Online ordering instructions and cost information is available at www.nvcc.edu/faculty-and-staff/marketing/business-cards. Payment must be made with a departmental credit card and transactions must be processed through eVA (the Virginia electronic procurement system).

Certificates: NOVA has Publisher templates for certificates of achievement and completion available upon request. Parchment-colored paper with the NOVA seal pre-printed in green is available through the College Fulfillment Center.

Presentation Folders: To order presentation folders, fill out form 105-163 with budget code and delivery location(s).

For NOVAGraphics Use Only:

Designer: _____ Project number: _____