



To Faculty and Staff:

A review of stationery, business cards, PowerPoint slides and other graphics used across campus has revealed a wide range of very different and often dated materials. In order to present the university in a more professional, contemporary and consistent graphic style across all schools and departments, the attached materials were developed. You'll find everything from stationery and PowerPoint templates to a standard signature line to be used in emails.

You may begin using these graphic standards immediately. To order new materials, please provide to Printing Services one copy of each item you need to replace. (That includes one copy of each business card and one copy each of personalized stationery used by an individual, school or department.) Our designers will create for your approval a proof using the new design and the appropriate school or departmental personalization. After receiving your approval, new materials will be printed.

You will need to collect all old materials when you've been notified that the new stationery and business cards are ready, and the new will be exchanged for the old.

We have learned that several generations of old materials exist across campus. The most recent generation will earn you a one-for-one credit for the new materials. Whatever university stationery and cards you have on hand, please turn over all of them during the exchange, and they will be recycled into notepads or delivered to a recycler. Our goal is to eliminate all old materials and have one consistent look for the university.

The PowerPoint, email signature and digital letterhead templates will soon be available in the creative toolbox on the University Communications website. Until that time, please send all requests to printing@olemiss.edu. If you have additional questions or need to place an order, contact Printing Services at 662-915-7066 or via email.

Thank you for your help in delivering a consistent, professional appearance for all university communications.