

Oregon TECH

Oregon Institute of Technology
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3201 Campus Drive
Klamath Falls, OR 97601

Oregon TECH

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Title

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Oregon Institute of Technology
3201 Campus Drive
Klamath Falls, OR 97601

www.oit.edu
Hands-on education for real-world achievement.

Address labels:
Garamond, 12pt
Addressee's name
Organization name
Address line 1
Address line 2
City, State, Zip
Month Date, Year
Closing
Your name
Job title, Office or department

Font Legend:
Name, accreditations: Calibri, Bold, 11pt
Job title: Calibri, Italics, 11pt
Oregon Institute of Technology: Calibri, Bold, 11pt
3201 Campus Drive, Klamath Falls, OR 97601: Calibri, 11pt
e-mail@oit.edu | 541.885.0000 (office) | 541.885.0000 (fax): Calibri, 11pt
www.oit.edu: Calibri, 11pt

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Stationery

Letterhead and Envelopes

Departments and offices on campus are urged to use the official institution stationery for correspondence. We encourage offices to use the general Oregon Tech letterhead, but use envelopes which carry office or department name. Your department will be specified in the content of your letter, and on the outside of the mailing envelope.

Please contact the Document Resource Center at 541.885.1059; servicecenter@oit.edu or Trish Hower, at 503.821.1291; Trish.Hower@oit.edu in Portland-Metro.

Electronic Templates

Templates for Oregon Tech letterhead, cover sheets, memos, and fax sheets are available for use on your computer. These formats enable

you to print stationery directly from your computer or to send it electronically. Links to the templates are available online.

Business Cards

Business cards serve to relay contact information. Extensive lists of accreditations, certifications, professional organizations, or other logos and graphic identifiers not directly related to Oregon Tech are not permitted.

When you run out of cards, please send a request for new cards to your department administrative assistant, who can order them through the Document Resource Center print request form.

Digital Signatures:

E-mail from your oit.edu account is digital stationary, and therefore should remain consistent with the graphic identity of the institution. *Your e-mail signature serves the exact same purpose as business cards*, and should include basic contact information. Please follow the guidelines when setting up your signature to reflect our professional appearance.

Extending the web address to one, relevant page in the oit.edu domain (example: www.oit.edu/admissions) is permitted. Promoting a link outside of Oregon Tech is **not** appropriate.

Adding other phone numbers, such as a cell phone, is permitted.

Due to font restrictions with digital correspondence, please use Calibri as a default typeface, in a dark blue color.

Images of logos increase file size and are not recommended.