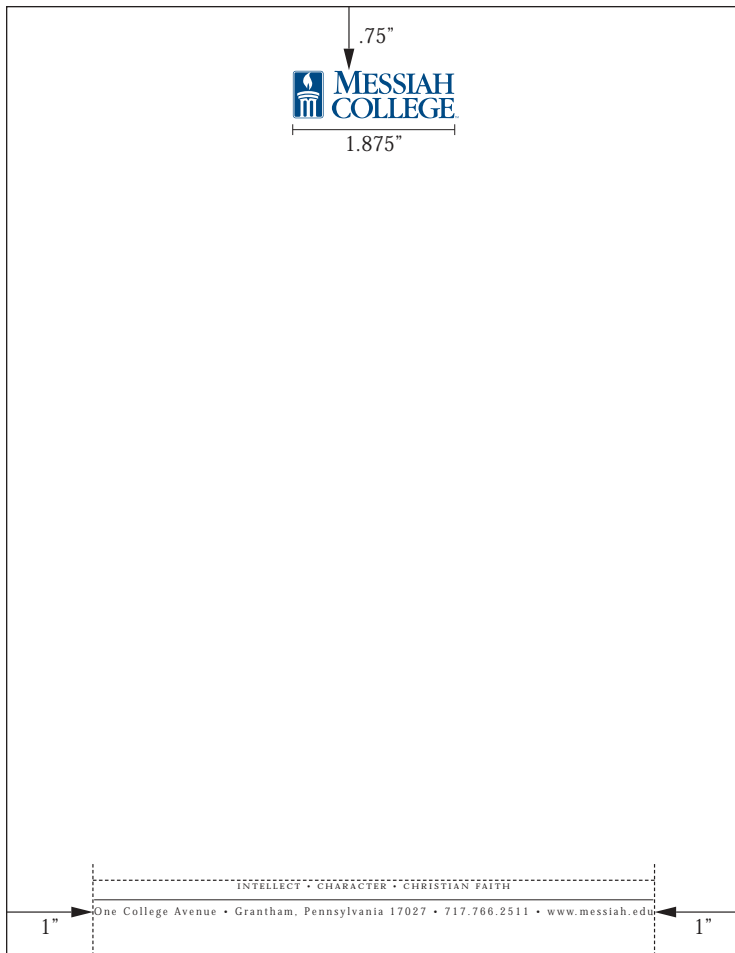


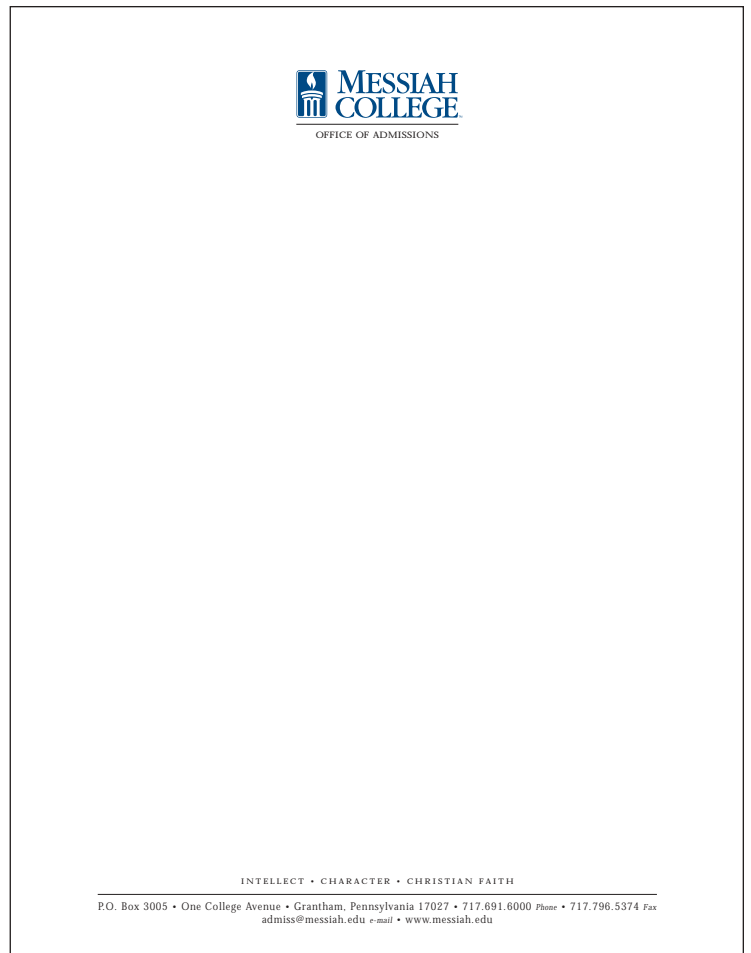


Letterhead

Messiah College's official letterhead may be ordered by contacting College Press. Campus entities may order standard institutional letterhead, or letterhead customized for their individual school, office, department, or program as shown below. To maintain consistency and professionalism in all College correspondence, individual campus entities or persons **may not** design their own letterhead. To order letterhead, call College Press at ext. 6030 (on campus) or at (717) 691-6030 (off campus).



STANDARD MESSIAH COLLEGE LETTERHEAD

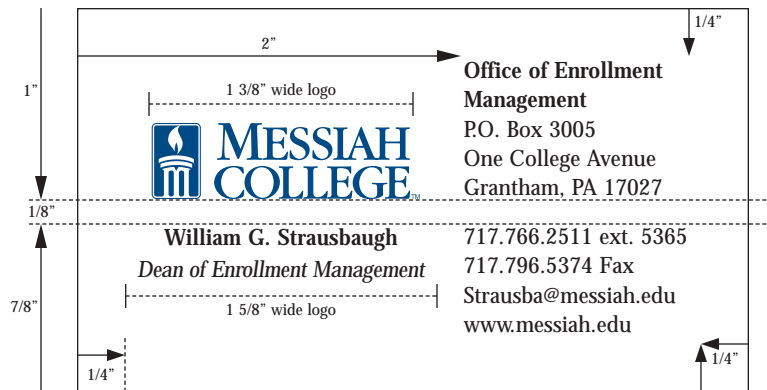


CUSTOMIZED UNIT-SPECIFIC LETTERHEAD



Business Cards

To maintain a consistent and professional image for Messiah College, the business card format illustrated below will be used for all campus personnel. Individual campus units or persons **may not** design their own Messiah College business cards. To order business cards, call College Press at ext. 6030 (on campus) or at (717) 691-6030 (off campus).





Envelopes

The standard address block used for all Messiah College envelopes and labels is illustrated below. College Press coordinates an annual envelope order for all campus entities each spring, but will produce envelopes throughout the year as requested. For more information, or to order, contact College Press at ext. 6030 (on campus) or at (717) 691-6030 (off campus).

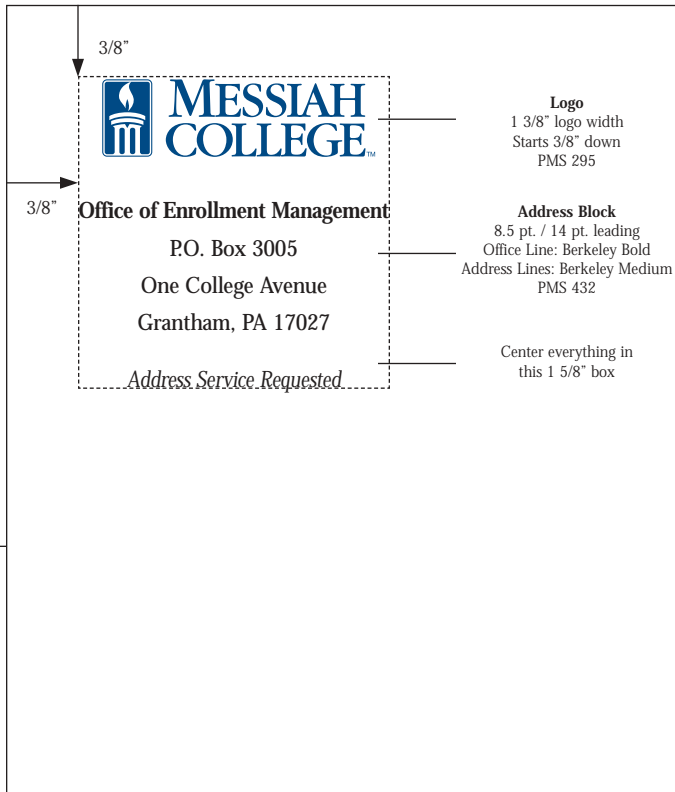
Standard Messiah College Envelope



One College Avenue
 Grantham, PA 17027

Address Service Requested

Customized Unit-Specific Envelope



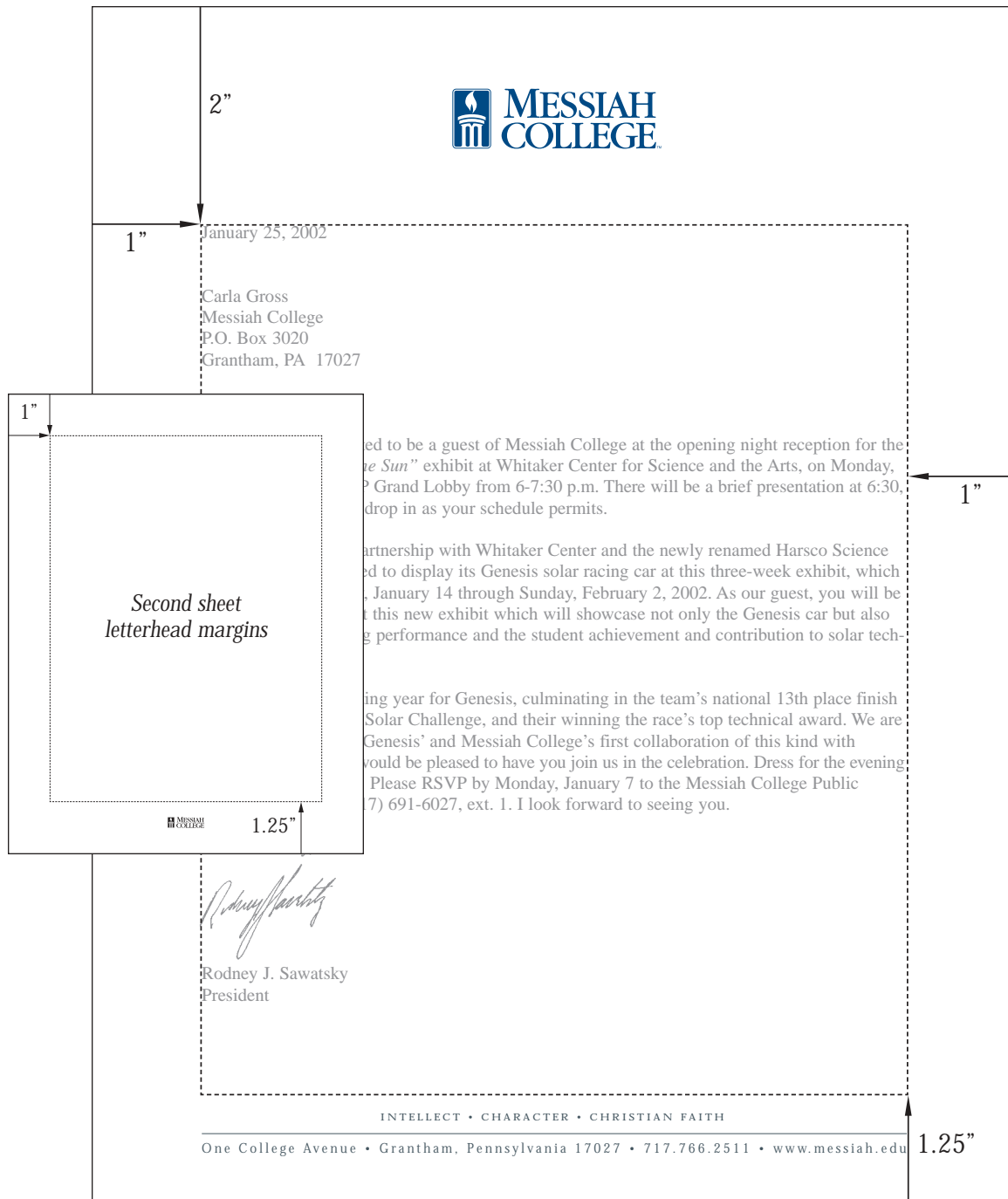
Correct address block for Business Reply Mail:

DEPARTMENT or OFFICE NAME/BOX #
 MESSIAH COLLEGE
 P.O. BOX 800
 GRANTHAM, PA 17027-9988



Correspondence Style Guidelines

To provide a more standardized, professional look for Messiah College correspondence, the College suggests that the letter begin at least 2" from the top of the page and with a 1" margin at both the right and left. A 1 1/4" margin should be set at the bottom of the page. Letters should be printed in 11 point Arial (sans serif) or Times New Roman (serif) font and should follow the format shown below.



The flush left, block style letter is suggested, with double spacing between paragraphs.