

# Stationery

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University stationery should be functional but classic and refined. It is one of the most widely seen materials that the University produces.


There are three different options for the reverse of the business card back page. Please see Print Services about business cards and compliment slips.

Please note that only the official University logo appears on our stationery.

Where there is an obligation to include partnership or joint sponsorship logos, Print Services and the Communications team will work with you to include these.

QR codes are no longer common University practice on business cards and publicity material. However, if you can provide a strong rationale for its inclusion on your own printed material, for example, for a networking event in China where QR codes are necessary, please contact the Communications team.

[Download templates here](#)



Address Line 1  
Address Line 2  
Town/City  
County/Country  
Postcode

00.00.0000

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Dear Sir,

This is dummy text. It is intended to be read but have no meaning. As a simulation of actual copy, using ordinary words with normal letter frequencies, it cannot deceive eye or brain. Dummy settings which use other languages or even gibberish to approximate text have the inherent disadvantage that they distract attention towards themselves.

Simultext may be provided in any typeface, at whatever size and format is required. Paragraphs may be long or short. Texts can be produced to complete any area, as the copy is simply repeated using different starting points. This is dummy text. It is intended to be read but have no meaning. As a simulation of actual copy, using ordinary words with normal letter frequencies, it cannot deceive eye or brain. Dummy settings which use other languages or even gibberish to approximate text have the inherent disadvantage that they distract attention towards themselves. Simultext may be provided in any typeface, at whatever size and format is required. Paragraphs may be long or short. Texts can be produced to complete any area, as the copy is simply repeated using different starting points.

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Yours sincerely,

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Title here

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