

**SECTION:** Institutional Advancement/Public Relations  
**SUBJECT:** Institutional Stationery

**ISSUED BY:** President  
**REPLACES:** N/A  
**APPROVED BY:** Officers of Administration  
**EFFECTIVE DATE:** August 19, 1997

**Policy**

To maintain the integrity of the comprehensive image and identity of Asbury College there is one authorized institutional letterhead style. This letterhead is available on one grade of paper in a choice of 1 color or 2 color styles, available in the Asbury College Bookstore, and must be used for all off-campus correspondence. The Asbury College logo can be downloaded from <http://together.asbury.edu/OPR> and inserted into Word documents for letterhead purposes.