Indiana University: Letterhead Template

This template is a guide to help you fill out the stationery order form for letterhead.

NOTE: All stationery orders will be reviewed by Document Services before printing to ensure the format adheres to specific style and layout guidelines required by Indiana University.

Official
Indiana University
Department Signature

Location Address:
- Abbreviate compass directions in all street addresses: 638 N. Rogers Street
- Spell out numbered streets from First Street through Twelfth Street; use numerals for streets with higher numbers.
- Spell out “Street,” “Avenue,” and similar nouns in addresses.
- Room or suite numbers should follow the name of the building without punctuation and without the word “room”
- Names of states should follow U.S. Postal Service abbreviations in a standard address

Phone Number and Label:
The first phone number does not have a label, regardless if additional numbers are listed.

Web Address:
- All lower case
- Do not include the terms “Web” or “Internet” with the URL listing
- It is no longer necessary to list “http://” with URLs, but “www” should be listed when applicable.

E-mail Address
(must be in all lower case letters)

Please recycle when you are finished.