

To purchase USF official business cards and stationery

CCS Marketing is USF's official vendor for business cards and USF business stationery. To order, visit: usf.edu/myprintdesk.net

Please bookmark this page for future use.

New users, select "LOGIN/REGISTER" at the top of the page, then click "New User? Register" and follow the prompts.

Have questions or need help?

Contact CCS at USForders@CCSmarketing.com or call **813-881-1997**.

Standard turn-around time is 5 business days. Rush orders may be available for an additional fee.

Have USF brand questions?

E-mail University Communications and Marketing at usfbrand@usf.edu

Ways to customize your business card



 UNIVERSITY of
SOUTH FLORIDA

Name A. Name, degrees
Title Title Title, Second Title Title Title
College or Unit Title Title Title
Additional Title or Pronouns

University of South Florida Tampa campus
4202 East Fowler Avenue, CGS4301
Tampa, FL 33620-4301

email@usf.edu • usf.edu/marketing
p: 813.974.1234 // c: 813.123.1234 // f: 813.123.1234

- All lines of card except logo and campus identity are customizable



 UNIVERSITY of
SOUTH FLORIDA

Roxanne D. Bull, PhD, MS, MAcc
Associate Professor and Director of Undergraduate Studies
Department of Communication, College of Arts and Sciences

University of South Florida Tampa campus
4202 East Fowler Avenue, CAS1111
Tampa, FL 33620-1234

roxanneb@usf.edu • usf.edu/cas/
p: 813.974.1234 // c: 813.123.1234 // f: 813.123.1234

- Information may be separated by a comma or semicolon



 UNIVERSITY of
SOUTH FLORIDA

Roxanne D. Bull, PhD, MBA, MAcc
Communications and Marketing Officer
College of Behavioral and Community Sciences, Marketing Department
She / Her / Hers

University of South Florida Tampa campus
4202 East Fowler Avenue, CGS4301
Tampa, FL 33620-4301

email@usf.edu • usf.edu/marketing
p: 813.974.1234 // c: 813.123.1234 // f: 813.123.1234

- Use of third line for pronouns or additional information



 UNIVERSITY of
SOUTH FLORIDA

Rocky D. Bull, PhD, MBA, MSS
Dean, College of School Spirit and Student Success

University of South Florida Tampa campus
4202 East Fowler Avenue, CGS4301
Tampa, FL 33620-4301

rbull1@usf.edu • usf.edu/ssss/
p: 813.974.1234 // c: 813.123.1234

- Second and third lines are optional
- Information about your mailpoint and zip + 4 may be obtained by emailing bulkmail@usf.edu
- Customer is responsible for accuracy of content

Primary Design

(Available for all USF faculty and staff)



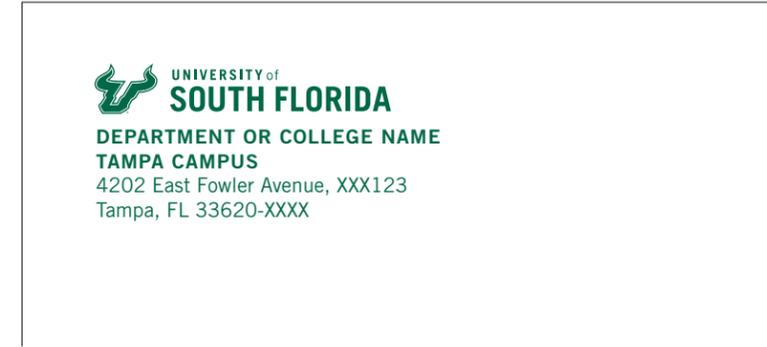
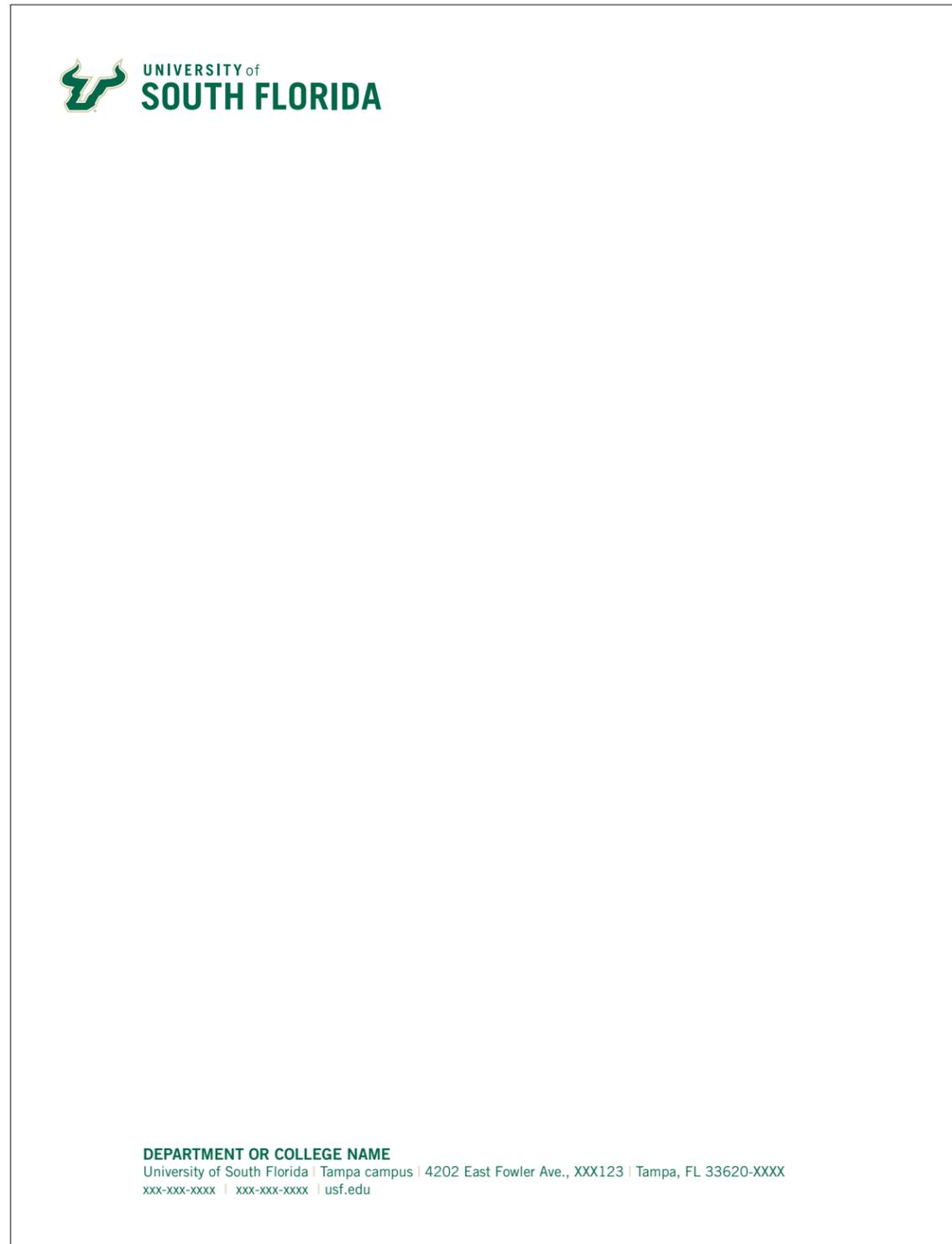
Business Cards

Business cards are printed in USF green and gold, and include choice of:

- 100# paper (Standard)
- 130# paper (Premium)
- Choice of back design shown below, or non-printed back

Letterheads and Envelopes

8.5 x 11 inch letterheads and 6 standard sizes of envelopes that match the cards are available.



Envelopes come in USF green, in the following styles:

- #10 business envelope (4 1/8" x 9 1/2", gummed)
- #9 business reply envelope (3 7/8" x 8 7/8", gummed)
- #10 single window envelope (4 1/8" x 9 1/2", gummed)
- 10 x 13 catalog envelope (white, gummed or self-seal)
- 9 x 12 catalog envelope (white, gummed or self-seal)
- 6 x 9 catalog envelope (white, gummed or self-seal)

USF Primary Design (USF Wordmark + Bull U icon)

All offices and colleges of the university may use the Primary university stationery design package, the standard and preferred design.

Tampa, St. Petersburg, and Sarasota-Manatee campus locations are included on a standard drop-down menu.

All other addressing content is customizable to accommodate the wide range of USF's addresses.

Alternative Designs

(Available for designated units of the university)



USF Wordmark

An alternative design available for USF faculty and researchers, focused on the university name, where a more formal approach is desired for the intended audience.

Matching letterhead and envelopes with the USF Wordmark are available.

USF Health Wordmark + Bull U Icon

USF Health's **academic divisions** and offices may use the USF Health + iconic Bull U design.

USF Health's Colleges (Medicine, Pharmacy, Nursing, Public Health) may choose the USF Primary design or USF Health branded materials depending on audience.

If the audience is new to USF, use the University of South Florida materials. If the audience is familiar with USF, use USF Health materials.

USF Health's **clinical offices** please contact USF Health Communications and Marketing.

Matching stationery available.

USF Foundation

Design for Foundation employees. Stationery follows standard USF primary design.



USF Alumni Association

Design for USF Alumni Association employees. Stationery follows standard USF design.

USF Seal

Seal stationery is reserved for the most formal, official messaging. Commencement, academic certificates, and formal notices from the President's office carry the USF seal. Use by permission of University Marketing. Matching stationery available.